



***Special
Olympics
Massachusetts***

Winter Season Volunteer Roles

Table of Contents

• Basketball Volunteer Roles	page 3
• Bowling Volunteer Roles	page 4
• Floor Hockey Volunteer Roles	page 4
• Skiing	page 4-5
• Fundraising Events	page 5
• Non- Athletic Support Volunteer Roles	page 6
○ Awards	
○ Logistics	
○ Meals	
○ Olympic Town	
○ Volunteer Registration	

Please note:

Each event is different and has its own needs, so not all of these jobs will be available at every event offered during the winter season. These are potential volunteer jobs that are offered at all of the events throughout the winter and at our season ending state tournaments. These tournaments include Juniors Basketball Tournament, Unified Sports Player Development Basketball Tournament, Alpine Skiing, and Winter Games. Winter Games features traditional and Unified basketball, traditional and Unified bowling, floor hockey, and basketball skills.

At each event, volunteers will assist with event set up, clean up, and other event logistics as needed. Most importantly, every volunteer is a fan to cheer and help create an inclusive and supportive environment where each athlete feels confident to try his or her best.

If you have any questions, would like more information about an event, or would like to get involved in other volunteer roles, please contact the Special Olympics Massachusetts Volunteer Engagement Manager at 508-485-0986 ext. 219 or volunteer@specialolympicsma.org

“It was one of the most fulfilling and rewarding experiences of my life.”
–Special Olympics MA Volunteer

Basketball Job Descriptions

Scorekeeper: Interact with athletes and officials all game long as the scorekeeper. The purpose of this job is to keep accurate score of all games on the scoreboard provided.

Bookkeeper: Stay focused throughout the game as the bookkeeper. Collect team score sheets from coaches prior to game and record all made baskets on score sheets. Keep accurate score of all games in book. Turn in score sheets to venue director as soon as the sheets are signed by both coaches.

Timer: Stay involved all game long as the timer! The purpose of this job is to keep time of all games using stop watch or overhead display provided.

Team Liaisons: Hang out with athletes all day as a team liaison! The purpose of this job is to work with an assigned team for the duration of your shift. You are an extra set of hands getting to the court on time, socializing with athletes in between games, and any other team needs. Team liaisons also cheer teams on and encourage athletes during competition.

Announcer: Are you outgoing and energetic? Try being a basketball announcer! Announce each athlete's name prior to tip off of each game. During the game, announce who scores each basket and as game progresses, announce scores.

Officials: Do you have experience as a basketball referee? Get right in on the action by volunteering as an official! Knowledge of basketball rules required.

Bowling Job Descriptions

Lane Captain: Are you organized and ready to work directly with bowlers? Be a lane captain! The purpose of this role is to make sure correct athletes are on the lanes at the right time and that they follow the proper bowling etiquette and bowl in proper order. The lane captain will keep accurate score of all games that are being bowled by displaying score on the scoreboard provided. Make sure all games scores are properly recorded and returned to venue director and also ensure that lanes and equipment are working properly.

Runner: Are you ready to stay active all event long? The runner oversee assigned bowling lanes and run scores to the awards chair for data entry. During the award ceremony, volunteers will help give out awards on the lanes or in the designated awards area.

Floor Hockey Job Descriptions

Scorekeeper: Get a front row seat of the action as a scorekeeper. The purpose of this job is to keep accurate score of all games that are being played by displaying score on the scoreboard provided.

Bookkeeper: Keep focused all game long as the bookkeeper. The purpose of this job is to collect team roster sheets from coaches prior to game and record all goals on score sheets. Keep accurate score of all games in the scorebook and work with scorekeeper to make sure score is correct. Bookkeepers also communicate results of games to venue director for awards.

Timer: Interact with officials and athletes as the game timer. The purpose of this job is to keep time of all games using a stop watch and communicate time remaining in each game.

Official: Do you have experience as a floor hockey official? The purpose of this role is to ensure the rules of the games are followed. Previous experience is required.

Skiing Job Descriptions

Off-Snow Roles

Staging Assistant: Get ready to work with athletes before and after their races as the staging assistant! The staging assistant keeps athletes in correct order of heat and assigns volunteer guides to each group in order for them to be brought to the start line.

Place Picker: Do you want to be in on the action at the finish line? The place picker works with the finish line official to determine the order of finish of all athletes in each race.

On-Snow Roles (Experience and personal ski/snowboard equipment required. We will provide lift tickets)

Course Captain: Are you organized and ready to take charge? Try being a course captain! The purpose of this job is to oversee that the race course is set up and ready for races and that gates on the course are set up and properly manned.

Gatekeeper: Jump right into the action as the gatekeeper. The purpose of this job is to monitor 3-4 gates on the course and to make sure that each athlete properly navigates the gates during their race. If an athlete fails to do so, you mark which gate they miss on your gate sheet. The course captain will explain the proper technique for going through a gate for that particular race.

Timer: Athletes will be racing to achieve new personal records, and need timers like you to make that possible! The purpose of this job is to work the finish line recording times of all

athletes racing. Give all results to tail runner at end of all races so they may submit them to be officially recorded.

Starter & Starter Assistant: Do you want to work directly with athletes right before they take off for their race? The purpose of this job is to work the start line to make sure the correct athlete is ready to race.

Forerunner: Interact with athletes AND ski the course! The purpose of the fore runner is to bring a group of athletes from the staging area up the chair lift to the starter. The fore runner will ski down ahead of the group to notify the timer at the finish line who the athletes are that are about to race.

Tail Runner: Similar to the forerunner, the tail runner will help athletes up the chair lift to the staging area. The tail runner follows a group of athletes and skis/snowboards down the course to collect all the gate cards from the gatekeepers.

Guide: Do you want to work one on one with an athlete? The purpose of the guide is to assist an assigned athlete throughout the race. This includes going on the chair lift together, escorting to the staging areas and start line, and cheering along the course.

Fundraising Events

(Including Polar Plunges)

Participant Registration: Are you ready to welcome all participants to the event? Help out at registration by checking in participants, handing out t-shirts, and directing guests where to go.

Meals: Participants and volunteers work up an appetite at events. Help out by setting up and serving meals to participants and volunteers at the event.

Additional Roles Needed at Each Event

Please note that these jobs will be assigned at volunteer registration and will be on an as needed basis. If you have volunteered in this role before, please let the volunteer registration table know when you check in at the event.

Awards

- Do you have an eye for design and organization? We need you to help set up the award station in a fun festive way, have awards ready for presentations, and make sure the speaker system works. This role also includes working with civil servants, law enforcement, and honored guests for awards distribution. Interact with athletes and help pass out awards in a fun, exciting manner.

Olympic Town

- Looking to have some fun with athletes outside of their games and competition? You can help assist in Olympic Town, where you could be running games and activities for athletes to participate in while they are not competing. Some examples are: basketball pop a shot, arts & crafts, mini golf, board games, etc. High energy and enthusiasm are a must!

Medical Volunteers

- The safety of athletes, volunteers, and all event attendees is extremely important, and certified medical volunteers are vital for each event to ensure everyone remains safe and healthy. Please contact the Volunteer Engagement Manager for volunteer opportunities: volunteer@specialolympicsma.org or at 508-485-0986.
 - **For skiing, medical volunteers will be on the mountain and must have ski or snowboard experience and equipment.

Photographers

- We love to capture the joy and athletic accomplishments at each event and photographers help us do that! Please contact the Volunteer Engagement Manager for volunteer opportunities at additional events: volunteer@specialolympicsma.org or at 508-485-0986.

Social Media

- Looking for a fun way to get involved at events and meet athletes, families, and fellow volunteers? Social media volunteers will walk around the events and conduct interviews, gather quotes, and take pictures that will be uploaded to social media platforms.

“Thank you volunteers. You are all amazing. We are the Special Olympics Athletes and you are the SPECIAL people behind our success. A million thanks to all the great volunteers.”

-Melissa Reilly, Special Olympics MA Athlete