

General Volunteer Roles

General Volunteers do not have a role in the pre-planning of the Event. General Volunteers arrive at the event; they are briefed on their role and complete their specific tasks throughout the day.

Role	Description
Catering	Responsible for the set up and upkeep of the volunteer break area including the distribution of food (based on dietary requirements) and water.
Announcer	The Announcer is responsible for ensuring key messages are provided to attendees throughout the day such as sports related information (results update/ calling athletes up for their events/ presentation of awards) and other generic information.
Event Services	Assist with the logistics for the event which can include venue set-up, tear down and car park management. Welcome visitors and provides them with directions and information about the venue. Monitor all areas of the event including restricted access areas, exits and spectator areas; ensuring all areas are kept clean and tidy.
Medical	Respond to any incidents of a medical nature as they arise throughout the day. Link in with other medical providers on site (e.g. voluntary first aid providers) to ensure that appropriate care is provided. Record all medical encounters.
Photographer	Document the event using your own or SOI's camera. All content to be shared with Special Olympics Ireland within agreed timelines following the event.
Venue Setup and Clean Up	All volunteers get involved with setting up and tearing down the venue for events. Volunteers also dress the venue with Special Olympics banners and signage and ensure all changing rooms, toilet facilities and medical areas are clearly marked. Clean up involves tear down of all equipment and signage before leaving the building after competition where required.
Volunteer Registration Desk	Greet volunteers as they arrive to the venue. Ask them to produce a photo ID along with their SOI membership card or digital pass, present them with their volunteer bib and lanyard, (lanyard to be returned at the end of the day). Mark volunteers' attendance on check-in sheet. Direct volunteers to the volunteer briefing area.