

Winooski School District

Co-Curricular Job Description

Position: *Unified Sports Program and Penguin Plunge Coordinator*

Unified Sports Program

- Solicitation and procurement of athletes and partners.
 - Create dynamic electronic presentation to encourage participation.
 - MS/HS Town Meetings and individual Advisory presentations.
 - JFK faculty and staff meeting presentations.
 - Promotion posters throughout WSD.
- Organization and management of support personnel.
 - Ensure all support personnel have completed online Protective Behaviors protocol, submitted SOVT Volunteer paperwork and passed SOVT background check.
- Registration of all athletes and partners.
 - Communicate with families, medical professionals and case managers to ensure medical clearance and liability forms are in compliance with SOVT.
- Coordinate handicap accessible transportation with Sandy Castle and Mountain Transport for all practices and tournaments.
- Provide list of all participants to WSD Health Office whenever the team will be off site so they can coordinate Field Trip Bags with medication.
 - Administer medication to athletes and partners when off site.
- Practices:
 - Bocce: weekly practices held on back field at WSD from 2:00-3:00pm. Bocce season typically only runs for 6 weeks depending on how soon fields are available after winter.
 - Bowling: weekly practices held at Spare Time in Colchester from 1:30-3:00pm. Bowling season typically runs for 12 weeks (December - March)
 - Other Unified Sports as agreed upon by superintendent and Advisor
- Financial:
 - Forecast and manage budget e.g. snacks, transportation, equipment, t-shirts, end of season parties.
 - File expense reports in a timely manner with SOVT Director of Finance.
 - Facilitate payment to Spare Time for bowling practices.
- Design and procure t-shirts with local vendor.
- Manage and store all bocce equipment.
- Adaptive needs audit to ensure all needs are met e.g. bocce ramp for students in wheelchairs.

Penguin Plunge

- Solicitation and procurement of participants.
 - MS/HS Town Meetings and individual Advisory presentations.
 - JFK faculty and staff meetings.
 - Promotion posters throughout WSD.
 - Create dynamic electronic presentation to encourage participation and clarify that the plunge finances our Unified Sports programming.
- Registration, coordination and facilitation of First Giving website.
 - Register/create WSD Team fundraising website via First Giving website.
 - Give tutorials instructing plungers how to sign up and raise funds via First Giving website and how to earn incentive gifts.
 - Collection and management of offline donations.
 - Schedule meeting prior to plunge with SOVT staff to submit offline donations and collect “Swag Bags” and qualifying incentive gifts.
- Organize and facilitate completion of liability paperwork. All students under 18 must have parent or guardian sign a liability waiver. Students over 18 can sign their own waiver.
 - Schedule pre-meeting with SOVT staff one week before plunge to submit liability paperwork and to receive wave numbers and wrist bands.
- Day of plunge:
 - Provide all plungers with swag bag, wrist band, wave numbers and incentive gifts.
 - Coordinate buddy system to ensure all plunger return from waterfront.
 - Coordinate with parents who plan on taking kids home from waterfront.
- Post plunge:
 - Coordinate all images to be used in following years’ presentation.

Compensation: Category III/Step__ \$ per year

Teacher Signature

Date

Administrator/ Designee

Date