Building Coordinator Responsibilities

Overview:

The involvement and commitment of the Building Coordinator is mandatory and vital to the success of the Reading Olympics event. This person is responsible for all communications to stakeholders and ensures that participants will follow all procedures.

The role of the Building Coordinator:

- Completes online team registration by deadlines stated on website
- Secures a teacher per team to serve as a Moderator or Scorekeeper
- Secures an adult to act as team chaperone
- Ensures that team formation guidelines are being followed
- Ensures that volunteers understand their responsibilities
- Communicates with students, parents, and assigned volunteers
    - Location and time of event
    - What rooms are assigned to each team
    - What rooms are assigned to each volunteer
    - Inclement weather announcements
- Ensures team payment is received by deadline stated on website

Prior to Event:

- Complete online team registration by deadlines stated on website
- Attend Reading Olympic Virtual Training
- Pay attention to important emails concerning Reading Olympics
- Be familiar with all event rules by reviewing the following documents found on the Reading Olympics website:
    - Moderator Responsibilities
    - Scorekeeper Responsibilities
    - Event Quick Guide
    - Team Chaperone Responsibilities
    - Student Responsibilities
- Send in team payment(s)
- Send communication to parents provided on team registration homepage (studentevents.cciu.org)

Day of Event:

- Verify that all volunteers are ready to report for duty. Have back-ups ready in case of an emergency.
- Send home any last minute announcements to parents

Reading Olympics

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