



Special Games Committee Application 2009-2010

Thank you for applying for the **Special Games Committee** for 2009-2010. This is your chance to lead one of the biggest and most rewarding programs at LMU! Listed below are a few instructions about the application and interviewing process....

- A. All committee applications will be due to the Special Games email account (specialgames@lmu.edu) ***as soon as possible***. We will contact you about setting up an interview.
- B. The Special Games Committee for 2009-2010 will be announced to each applicant personally.
- C. Hiring Criteria: We will take into consideration the following items during the selection process:
 - **Love for Special Games and desire to help it to ROCK in 2010**
 - Interview
 - Overall qualifications for the position
 - Other time commitments
 - Prior or related experience
 - Ability to work as a team member
 - References
 - GPA (2.5 or higher will be mandatory)

Thanks again for choosing to apply for the SPECIAL GAMES COMMITTEE. You have made a **great choice!** If you have any questions about the process or about **Special Games**, please e-mail us at specialgames@lmu.edu.

Good luck,

Natalia Ceniseroz and Bessie Coronado
Directors 2009 - 2010

SO WHAT IS SPECIAL GAMES COMMITTEE ALL ABOUT???

Each Spring, LMU students, staff, faculty, administration, alumni, and individuals with special needs of the surrounding communities participate in the annual Special Games. The **Special Games Committee** plans and organizes the events and all activities that make up the Special Games Program. The committee works as a team to maintain an efficient working environment while still allowing for individual growth and development. Members of the committee are exposed to many kinds of people, so they must have the ability to communicate effectively with others. The position of a committee member demands a person to be **highly committed, willing to work as a team member, enthusiastic and dedicated to the goals and objectives of LMU Special Games.**

GENERAL RESPONSIBILITIES FOR COMMITTEE MEMBERS

1. Be familiar with the procedures and policies of the Special Games Program.
2. Attend and participate in mandatory committee meetings held once a week during the school year and at other times deemed necessary by the Director.
3. Meet with the Director or Associate Director once a week to discuss progress and concerns.
4. Attend and participate in meetings or events relating to Special Games and as suggested by the Director or fellow committee members.
5. Attend the **mandatory committee retreat**, usually held in mid September, and other training sessions deemed necessary by the Director.
6. Attend and participate in the various workshops and socials conducted for coaches, volunteers and team leaders.
7. Attend and participate in the practice sessions and, of course, mandatory "Big Day".
8. Prepare monthly and year end reports summarizing all activity in your area.
9. Be familiar with past position files and budgets and maintain an active filing system and budget in the Special Games office.
10. Develop and submit to the Director, monthly time-lines.
11. Maintain weekly office hours (*5 per week in Fall and 10 per week in Spring*)
12. Organize and direct subcommittees when necessary.
13. Carry out any and all special projects deemed necessary.
14. Promote Special Games to the LMU Community and beyond.
15. **HAVE LOTS OF FUN DOING #1-14!!!**

SPECIAL GAMES PLANNING COMMITTEE DESCRIPTIONS

DIRECTOR: (1 person)

With the help of the Associate Director and Moderators, will be responsible for the planning of Special Games events, practice sessions, and BIG DAY. Will head weekly committee meetings to discuss issues and direct committee of responsibilities ahead. Will organize and establish committee timelines and responsibilities and will assist committees to achieve their duties. Will be responsible for the annual budget and send out correspondence for the numerous and various aspects needed for the success of Special Games.

ASSOCIATE DIRECTOR: (1 person)

Assists the Director and the Moderators in the year-long planning and scheduling of BIG DAY. Will assist committees by planning timelines and helping them achieve their duties and responsibilities. Will be responsible for the Special Games Advisory Board, and many aspects of BIG DAY such as food, DJ, cartoon characters, and other off campus needs.

ATHLETES AND AGENCIES COORDINATOR: (2 people)

Responsible with contacting and signing-up athletes. This entails contacting agencies, sending out athlete contracts, requesting insurance forms and matching athletes with available coaches.

COACHES AND VOLUNTEERS COORDINATOR: (2 people)

Responsible for promoting and publicizing the request for coaches and volunteers. Will need to organize information sessions, sign-up tables, training workshops, and handbooks.

EVENTS & EQUIPMENT COORDINATOR: (2 people)

Responsible for repairing and maintaining equipment and games and will also need to request equipment and event from campus clubs and organizations. Will need to organize rotations, music, and entertainment for practice sessions and BIG DAY.

FUNDRAISING COORDINATOR: (2 people)

Responsible for sending out corporate proposals, special sponsor flyers and various requests for donations. Develop, plan and coordinate fundraising events, including the annual BIG DAY drawing.

PROMOTIONS AN PUBLIC RELATIONS COORDINATORS: (2 people)

Responsible for promoting Special Games events on-campus, as well as to the community and the city at large by issuing press releases and communicating with the media. Also, will be responsible for ordering medals, T-shirts, certificates, developing the BIG DAY program, and the various decorations needed for practice days and BIG DAY, i.e. balloons, streamers, banners. Must be able to creatively decorate Sunken Gardens on the respective days as well as obtaining celebrities or city officials to attend BIG DAY.

TEAMLEADER COORDINATOR: (2 people)

Responsible for promoting and publicizing the request for teamleaders. Will issue applications and conduct interviews with the Director and Associate Director. Will be organizing training workshops, occasional meetings to inform teamleaders of current issues. Will also need to develop team leader handbook and be the liaison between team leaders and Special Games.

If you have any questions about these roles, e-mail us at specialgames@lmu.edu!!!

APPLICATION FOR SPECIAL GAMES PLANNING COMMITTEE

NAME _____ LMU ID# _____

POSITION FOR WHICH YOU ARE APPLYING _____

WOULD YOU CONSIDER ANY OTHER POSITION? YES _____ NO _____

WHICH POSITION? _____

YEAR IN SCHOOL DURING 2009-2010 _____ OVERALL GPA _____ MAJOR: _____

EMAIL: _____

CELL PHONE: _____

CAMPUS BOX #: _____

LOCAL ADDRESS _____

LOCAL PHONE _____

SUMMER 2009 ADDRESS _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME: _____ RELATIONSHIP _____

ADDRESS: _____ PHONE: _____

QUESTIONS (Please answer on another sheet and turn in with application)

- 1) Tell us why you are applying for this position?
- 2) Please state any other relevant experience that qualifies you for this position and explain.
(Include organizational skills, special talents, office skills, initiative, leadership qualities, etc....)
- 3) What are your time commitments like for 2009-2010?
(Include work study positions, off campus employment, other clubs and organizations and anything else which could impede your success with Special Games)
- 4) Are you available to work for Special Games over the Summer?
- 5) How do you budget your time?
- 6) How would you describe your commitment to Special Games?
- 7) Please list two members of the LMU community (faculty, staff, or administrators) who would be willing to serve as references (Please include phone numbers and title for each)
- 8) Please add any other comments or information that you think will demonstrate your desire to be on the Special Games Committee.

**THANKS FOR APPLYING FOR THE
SPECIAL GAMES COMMITTEE!!!**