

## Meet Volunteer Job Description

**Announcer** - Must have a good, clear voice, and not be intimidated by speaking into a microphone

**Awards** - Sell Programs to meet participants/ families. Label and distribute awards after receiving the results from Clerk of Course.

**Clerk of Course** - You are involved with a variety of tasks including delivering or posting results, heat/lane assignments, and circle-in sheets (see below). All jobs will be explained in detail when you arrive. Wear a good pair of running shoes and be prepared to burn a few calories.

**Clerk of Course – Deck Entries** – Process all on-deck entries. Need to be quick with a smile and yet firm.

**Clerk of Course - Circle In/Results** - Pull circle in sheets, post results

**Clerk of Course - Heat / Lane Assignments** - Post and distribute heat/lane assignment sheets to officials

**Clerk of Course - Timing Sheets** - Distribute / pick up sheets to timers

**Clerk of Course – 50-meter helper** – Needed only during the 50-meter races. Good position for parent who will be at the meet. They will help line up the younger kids at the starting blocks.

**Clerk of Course – Scratch Table** – Needed only during championship meets. You will sit at a table and monitor swimmers choosing to scratch from final events.

**Clerk of Course – Scratch Table Runner** – Needed only during championship meets. You will run the results to the announcer and scratch table.

**Clerk of Course – Ready Room** – Needed only during championship meet finals. You will line swimmers up according to lane assignments for each event and help determine if an alternate swimmer is needed.

**Colorado Timing** - This is NOT back-up timing (using a stopwatch). You will be responsible for running the Colorado Timing system - the electronic timing system that is connected to the timing pads in the pool. Depending on the type of meet we are hosting, we operate either one or two Colorado Timing stations. Typically each station is operated by a team of one experienced and one less experienced volunteer per shift. The experienced operator is expected to handle most situations (and push the correct buttons) by him/herself. The less experienced person is in charge of organizing printouts of recorded races and will eventually be able to relieve the experienced operator for short periods of time (on the job training!).

**Concessions** - There are a variety of positions here - one money handler (must be an adult), a few to prepare simple dishes (pancakes, nachos, dishing out pasta, etc), and some to take orders, sell candy, etc. You will be on your feet and outside - dress appropriately. You will also need to wear a hair net or another head covering to meet food handling regulations if your hair is longer than 1 inch.

**Head Timers** - You are primarily responsible for catching the beginning of each

## Meet Volunteer Job Description

race on each of two stopwatches. If one of the seated timers misses the beginning of the race, or if their watch malfunctions, they wave and you will switch watches with them. Need to be able to be on your feet for the whole shift.

**Hospitality** - This area serves the food to the coaches and meet officials at the meet. This is NOT Concessions. You are responsible for making sure the dishes are hot (or cold), plenty of food is available and people are happy. Will need to take water to volunteer timers and officials on-deck.

**Hospitality – Cook A Dish** – You will be responsible for cooking/preparing food to be served at Hospitality. Cost of supplies will run \$25+ per volunteer slot. Once you have signed up for this responsibility, you will be contacted by our Hospitality coordinator for dish assignment. Recipes provided

**Meet Manager** - Need to be comfortable with computers. You will be helping to run the meet using the Meet Manager program, but you do not need previous experience with this program to volunteer. Training provided. Meet Manager volunteers get to sit in air-conditioned comfort when we host meets at the Natatorium - a real plus to this position

**Parking Marshals** - (wear green safety vest) welcome swimmers to the meet; direct traffic to parking lots; enforce no parking areas; answer questions. May be assigned to any parking area or intersection as needed.

**Pool Monitor** - Assist Safety Marshals primarily by monitoring deck access from the spectator area. Additional responsibilities may also include directing vehicle traffic, installing/removing touch pads, or other duties needed to assist Safety Marshals

**Safety Marshal** - Responsible for enforcing rules and regulations on-deck, in spectator areas, and outside the natatorium. May be required to respond to emergencies, including those requiring basic first aid (no specific first aid training needed), and think quickly on your feet. You will work a 4 hour shift while wearing a stylish orange vest, using diplomacy and humor with swimmers, coaches and parents. Must be registered as a non-athlete with USA Swimming.

**Set Up and Take Down** - Show up and help move around stuff. Be able to take direction well, and while not everyone has to lift large items, should be able to carry at least 25 pounds.

**Volunteer Check-In** - Check in volunteers before they begin volunteer shift; direct volunteers to location they will be volunteering; contact volunteers who are late to check-in or are absent from their shift; find substitute volunteers as needed.