**Midnight Sun Swim Team**

**PARENT PARTICIPATION JOB DESCRIPTIONS**

The success of Midnight Sun Swim Team relies on parent participation.

Unlike other youth sports, where generally a handful of people can run the team, a swim program simply cannot be run without parental help and participation, and lots of it. **MSST has a mandatory participation policy of 12 hours per year for each family.**  There are a lot of visible as well as behind the scenes tasks and contributions that make it possible to host swim meets, travel to other swim meets, help out on deck, operate concessions at our meets and at away meets, provide hospitality and snacks for swimmers, officials, and volunteers alike, and various fundraising activities.

Please read through the different jobs descriptions and choose a job or position for this year. On the following page, list your top choices and return this list with your registration packet, and the registrar will inform you of which positions are available

**CONCESSION STAND COORDINATOR**

The Concession Stand Coordinator ensures there are enough volunteers to run the concession stand, checks existing inventory and ensures adequate sellable items will be on hand, creates lists of needed items and schedules volunteers. The Concession Stand Coordinator provides the Volunteer Coordinator the information needed to update the web based sign up list for each meet.

**CONCESSION STAND FOOD PURCHASER**

The Concession Stand Food Purchaser does the food shopping at the direction of the Concession Stand Coordinator. This includes purchasing goods from various local stores and delivering to the swim meet.

**CONCESSION STAND SALES**

The Concession Stand Sales volunteer will sell concession items for a period of time during swim meets. This period of time could be a few hours, a half day in the morning or afternoon, or the entire day. Setting up the concession stand includes bringing sellable items from the store room and other areas, setting up the tables and any appliances, and making sure the concession stand is ready for sales before the meet. Taking down the concession stand includes returning unsold items to the store room or other areas, taking down the tables and cleaning up the area as needed after the meet

**HOSPITALITY COORDINATOR**

The Hospitality Coordinator ensures there are enough volunteers to contribute food and snacks for the coaches and officials via sign up sheets, set up and take down the hospitality tables, and clean area as needed. The Hospitality Coordinator provides the Volunteer Coordinator the information needed to update the web based sign up list for each meet.

**COMPUTER TABLE**

Operates computers during the swim meets, and assists with the on deck set up and take down.

**TIMING SYSTEM OPERATOR**

Operates computer based timing devices and records the times for the swimmers, , and assists with the on deck set up and take down.

**HEAD TIMEKEEPER**

Supervises the timekeepers. Responsible for assembling them; assigning them to the lanes; distributing the watches, pencils, and clipboards; and conducting the timer's briefing.

**TIMEKEEPERS**

Checks that the right swimmer swims in the right lane for that event. Operates timing devices and records the time for the swimmer in that lane. There are two timers per lane.

**CLERK OF COURSE**

Displays first call and last call for swimmers to be in place on a display board so that swimmers report to their assigned lane at the correct time. Assists in keeping order on deck. Stages swimmers prior to final heats.

**BULLETIN BOARD**

Keeps the bulletin board up to date and in good condition. Displays permanent information as well as periodical news articles and swim meet information.

**FUNDRAISING COORDINATOR**

The Fundraising Coordinator keeps track of fundraising activities such as car washes, coffee sales, bazaars, and contacting potential sponsors as well as other profitable activities, and ensures that volunteer hours are properly recorded and tracked.

**MEDIA RELATIONS**

Prepares articles and press releases for publication in local newspaper and on website. Strives for adequate coverage by local news media to help promote public awareness and support of the swim team.

**SWIM-A-THON COORDINATOR**

Heads up the Swim-a-thon drive and organizes volunteers. Oversees the pledge board and encourages swimmers and contributors.

**SWIM SHOP SALES**

The Swim Shop sales volunteers check existing inventory and ensure adequate sellable items will be on hand, and oversee the cash drawer. This position would ideally be shared by two people for the entire year.

**SATURDAY SNACKS**

Provide muffins, fruit and other snacks and juices for snacks following Saturday morning swim sessions.

**TRAVEL COORDINATOR**

Make travel and accommodation reservations for coach and team travel.

This may include trying to secure reduced team rates at hotels or arranging group as well as individual travel.

**AWARDS COORDINATOR**

Separates the medals / ribbons, ensures awards are labeled correctly, and prepares them for presentation or puts them in the individual swimmer’s folder. Ensures adequate supply of ribbons, orders awards as needed for meets.

**SWIM MEET OFFICIALS**

The Officials are a necessary part of a swim meet; without them a meet cannot take place. Find out about the training that needs to be completed to become an official. This is one of the best and most rewarding jobs available.