

## KATY Aquatics Volunteer Job Descriptions

**Assistant to Meet Officials (Placement Judge)** – Assist meet officials in determining order of finish of swimmers in each heat.

**Awards Assistant** – Assist in preparing and distributing awards to swimmers.

**Computer Operators** – Set up, operate, and troubleshoot Colorado and Hy-Tek computer systems for home meets [more from Robert and Bryan].

**Concessions Support** – Assist in setting up, preparing, managing and cleaning up concessions at home meets.

**Crowd Control** – Maintain crowd control on deck for safety purposes at home meets.

**Food and Drink Donations** – Donate specified food and drink items for Katy Aquatics-sponsored events.

**Food Preparer** – Prepare food needed for Katy Aquatics-sponsored events, in some cases according to recipes provided by the Club.

**Head Timer** – Maintain back-up stop watches at home meets.

**Heat Sheet Sales** – Sell heat sheets and monitor distribution of heat sheets to coaches at home swim meets.

**Hospitality Support** – Assist in setting up, managing and cleaning up hospitality area for coaches and officials at home meets.

**Meet Clean-Up Support** – Assist in taking down and transporting equipment and cleaning up pool area at the end of home meets.

**Meet Set-Up Support** - Assist in delivering and setting up equipment before the start of home meets.

**Parking Lot Attendant** – Assist in directing traffic to off-site parking areas at home meets when parking is limited.

**Runner** – Deliver information between computers and other areas (e.g., awards, timers, heat/lane postings) as and when needed for the smooth and timely operation of the swim meet.

**Timer** – Time swimmers in the designated lane.

**Timing Coordinator** – Ensure that all timers report to assigned lanes during designated timing slots, fill all timing slots that are unfilled with KA volunteers, and report results to service hour coordinators for service hour credit.

**Volunteer Sign In** - Assist volunteers signing in for shifts and/or donations, direct volunteers where to go, answer questions families may have or direct them to service hour coordinators, fill vacant slots as they become available, and troubleshoot problems as they arise.