

Volunteer Position Descriptions

| Job | Description | Desired Qualities |
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| Administrative Runner | Runs back and forth between Timing Table and Awards Room. Relays messages between these two areas as quickly as possible. Gives Meet Results to Awards Room as soon as they are certified. | Must be able/willing to "move." Tennis shoes are recommended. Prior attendance at a swim meet helpful, to have seen how things operate. |
| Announcer | Announces the Event and Heat numbers at the meet. Makes any general announcements as directed by the Meet Director/Marshall. | Must be willing to speak into a microphone. No experience necessary. |
| Awards Room | Puts labels on ribbons/rosettes/medals based upon the meet results. Writes out certificates for new CH, A, B time cuts. Files all awards in the appropriate location for swimmer pickup. Posts swim results in public area when awards have been completed. Distributes awards and marks down that they have been picked up. | Must be detail oriented, and willing to work as a team in a well-oiled "system." Can be very fast-paced at times, slow in others. Beautiful penmanship is a BONUS! Prior experience helpful, or be able to learn quickly. |
| Clean Up | Cleans/Tidys up after each day of the meet. Wipes down concession tables. Places chairs/tables/dividers back in appropriate locations. Fixes or takes down signage. | Great for families who need to bring smaller children while volunteering. No experience necessary. |
| Coaches/Official Room Coordinator | Sets up/maintains/cleans up food & beverages available to the coaches & officials during a meet. Coordinates with Meet Director the lunch order, if needed. May help Concessions Coordinator with distributing snacks/beverages to on-deck coaches, officials & timers as well. | Perfect for anyone who enjoys a "hospitality" role. No experience necessary. |
| Concessions | Selling food/snacks/beverages at the concession booth. | Must be prepared to stand a majority of your shift. Tennis shoes recommended. No experience necessary. |
| Head Timer | Keeps a constant rotation of 2 stopwatches going during every event, in case a Timer is in need of a backup stopwatch. Supplies Timers with items such as best time ribbons, heat winner coins, etc, if applicable. Collects timing sheets from the timers as they are completed, and gives them to the Timing Table for certification. | Requires strong attentiveness to the Timers. Must be trained in for this position. Training is not difficult, but is needed in order to ensure meet runs smoothly. |
| MSI Official | (Minnesota Swimming, Inc. Official) Officials are present to enforce the technical rules of swimming so the competition is fair and equitable. Officials must be present so as to declare a meet sanctioned, and meet results "count." Uniform includes white shirt, khaki bottoms and (mostly) white shoes. | Must be Certified by attending an official's training clinic, be a non-athlete member of USA Swimming, take & pass certification exam, complete "shadow" experience sessions, complete concussion awareness course, and maintain current certification. More info can be found at: http://www.mnswim.org/TabGeneric.jsp?_tabid_=12811&team=czmnlsc |

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| Meet Director | The "CEO" of a meet. Oversees prep, setup, volunteers, and cleanup; as well as the overall meet. Floats around to ensure every area has what it needs. Signs certificates for those swimmers who have earned new CH, A, B time cuts. | Perfect for someone with great management skills. Training required. See Phil or Chuck for details. |
| Meet Marshall | The "Head" MSI Official. Ensures MSI Officials are placed appropriately around the pool deck, and have what they need to do their job. Certifies timing results and DQ slips. | Training Required. Must also be MSI Official certified. See Phil or Chuck for details. |
| Meet Set Up | Setting up tables/chairs, concessions area, hanging signage, prepping pool deck and coaches area. Done the evening prior to a swim meet, and again the in the early mornings prior. | Great for families who need to bring smaller children while volunteering. No experience necessary. |
| Program Table / Gatekeeper | Stationed at the entrance to the pool viewing area. Similar to a "Front Desk" or "Greeter" role. Sells Heat Sheet Programs & highlighters. May be given a few other small tasks during your shift by the Meet Director. | A welcoming personality is key. Experience not required, but is helpful, as this position often is the first place guests go if they have any questions. |
| Relief Timer | Stands ready on-deck should a Timer need to take a break for any reason - restroom break, need to cool off, go get a drink, etc. Takes over the Timer's position until they return. | No experience necessary. Attends the Timer's Meeting prior to meet start, along with the regular Timers. |
| Results Computer | Works at the Timing Table. Inputs the Timers results so the 3-way-timing system can be rectified. Enters in DQ's. Gives results to Meet Marshall to be certified. Prints final results and labels to give to Awards Room to be distributed. | Perfect for anyone who enjoys computers or technology. Must be trained in for this position - by watching for awhile at a previous meet - about 1 hour. |
| Safety / CPR | Available on-site should the need ever arise. First Aid supplies provided. | Must be First Aid & CPR Certified |
| Timer | Works as a 2-person team, dedicated to timing swimmers in a particular lane. Part of a 3-way timing system, so results are as accurate as possible. Assists swimmers in line-up, as they check in with you for their race. | No experience necessary. Participates in a pre-meet Timer's Meeting to get final training and any questions answered. You WILL be splashed. Shorts, capri pants, and shoes that can get wet are recommended. |
| Timing Table | Works closely with the Results Computer person. Gathers Timers' Heat Sheets and DQ slips as they are collected. Operates the electronic Timing Score Board. | Perfect for anyone who enjoys computers or technology. Must be trained in for this position - by watching for awhile at a previous meet - about 1 hour. |
| Volunteer Check In & Float | Helps check volunteers in as they arrive for their shift. Floats around to the different voluneer areas to assist wherever needed. | No experience necessary. Must be prepared to help in any area that needs it. |