



Parent Job Descriptions

Parent volunteering is essential for the success of a season. It takes over 100 volunteers to run a meet. When we host meets the need is even greater. While the team requires 16 hours of volunteer time, it can often require families to volunteer more. It is critical that you are able to help out. Use this guide to see what jobs are usually available. In most cases, each job category also needs a lead. There is an abundance of opportunity.

Clerk of the Course

Description: Each clerk is assigned to four lanes at the starting blocks and confirms each swimmer is in correct heat and lane prior to start of meet. Communicate to the started that all swimmers are accounted for prior to start of each heat.

Training: No training required.

Who it's for: Somebody who is loud enough to be heard in a sometimes loud environment.

Who it's not for: If your shy and quiet, let this job pass.

Benefits of the job: You get to learn all the kids names and it's in the shade all day.

Lead Description: Responsible for coordinating volunteers to make sure clerks know what to do and have their sheets.

Colorado Timing System

Description: Help setup and run the Colorado Timing System that tracks all swim times during our home meets.

Training: Training is required to learn to operate the timing system.

Who it's for: Somebody willing to spend some time training how to use the system and somebody that would like to regularly volunteer to run the system.

Who it's not for: If you are looking for an easy volunteer commitment this probably isn't it.

Benefits of the job: Best seat in the house and includes hospitality so you don't even have to get out of your seat!

Lead Description: Responsible for coordinating volunteers operating the Colorado Timing System at home meets. Responsible for the setup and tear down of Colorado Timing System at home meets.

Computer Ops (Comp Ops)

Description: Help setup and run the computer system for tracking all events and times during our home meets.

Training: Training is required to learn the computer system.

Who it's for: Somebody willing to spend some time training how to use the system and somebody that would like to regularly volunteer to work with the computers. Already having computer skills is a plus.

Who it's not for: If you are looking for an easy volunteer commitment this probably isn't it.

Benefits of the job: 2nd best seat in the house behind the Colorado Timing System and includes hospitality so you don't even have to get out of your seat!

Lead Description: Responsible for coordinating volunteers operating the computer system at home meets. Responsible for the setup and tear down of computer system at home meets.

Concessions

Description: Prepares and serves all food for home swim meets including breakfast and lunch items.

Training: Knowledge in running food service is preferred

Who it's for: Those who love hospitality and serving hundreds of people. The culinarily inclined.

Who it's not for: Those who burn toast on a regular basis. Those who get easily stressed out or fall apart when people are angry at you their burger is not ready yet. .

Benefits of the job: You work only during home meets. All away meets are free and clear!

Lead Description: Responsible for coordinating the menu, shopping for all needs and overseeing the area during the meet. Overseeing volunteers for the area and validating the hours worked.

Floaters

Description: You may float around filling in for various jobs where gaps are found, or you may be asked to fill in for sick or missing volunteer in various jobs that do not require extensive training.

Training: No training required.

Who it's for: Anyone who is flexible and likes to try new things!

Who it's not for: If you need to be fixed on one position, or you are not willing to experience the thrill of the entire meet, this isn't for you.

Benefits of the job: It is very flexible. You may not even be needed during your shift, or may only be needed for a brief time!

Hospitality

Description: Help prepare and serve snacks and drinks to coaches, judges, timers and other volunteers. Purchase food and supplies to use, and clean up hospitality area and dispose of or store leftover food following the meet.

Training: No training required.

Who it's for: Somebody willing to push a cart full of food and drinks through a crowd of hungry people to hungry volunteers.

Who it's not for: There isn't anybody that can't work hospitality.

Benefits of the job: Everybody loves you because you are delivering snacks!

Lead Description: Responsible for coordinating volunteers at meets. Responsible for making sure all of the necessary supplies like ice chests, utensils, etc. are in the snack shack, making sure your food buyers and food preps do their assigned jobs on Friday night and Saturday morning before home meets, checking on volunteers throughout the meet and at shift changes, organizing the carts, and supervising and helping with the cleanup volunteers when needed at the end of the meets.

Meet Announcers

Description: Announce swim event, heats, and swimmers. Calling age groups to the ready bench throughout the meet. General announcements are made throughout the day to make families aware of the vendors and other events around the pool.

Training: No training required.

Who it's for: Somebody with a great "moviephone" voice.

Who it's not for: If you are someone who is not comfortable in the spotlight, this may not be your first choice.

Benefits of the job: Great seat to watch your swimmer.

Lead Description: Responsible for coordinating a line-up of volunteers for the day. Create a page of notable announcements to make over the course of the meeting such as sponsor names, catering announcements, etc.

Meet Setup

Description: Help with setting up everything associated with running a swim meet on Friday evening and finalizing setup on Saturday morning at home meets.

Training: No training required, there are plenty of volunteers who have done this for years and they can lead the way.

Who it's for: Somebody willing to set up pop up tents, set up lane lines, set up chairs for timers, set up tables for coaches/judges/ribbons and run cables for timing system, speakers, and starter.

Who it's not for: There is a lot of physical work so you have to be willing to sweat a little. Benefits of the job: You are done with your volunteering before the meet starts so you can enjoy all of the events and activities. Plus you are the first one on the pool deck and can pick the prime location for your family tent!

Lead Description: Responsible for coordinating volunteers prior to meets. Must be aware of all setup requirements including cabling, lane sponsors, tent locations and table requirements.

Meet Tear Down

Description: Help with tearing down everything associated with running a swim meet.

Training: No training required.

Who it's for: Somebody willing to tear down pop up tents, pull up lane lines, tear down chairs, tear down tables and remove cables for timing system, speakers, and starter.

Who it's not for: There is a lot of physical work so you have to be willing to sweat a little.

Benefits of the job: We won't sugar coat this, there aren't many benefits to this job but the one bright spot is it is one of the least time commitments of all positions.

Lead Description: Responsible for coordinating volunteers after meets. Responsible for tearing down all meet related equipment and making sure the pool deck is cleaned up.

Photographer

Description: Help document all swim related events including swim meets, socials, fundraisers, etc. through photos. You must use your own camera so be careful leaning over the pool for that perfect shot! Following the meet/event, upload your pictures to a public photo album such as Google Drive and send to coach Erik for posting to the website.

Training: No training required.

Who it's for: If you love carrying a camera and taking pictures, this is for you.

Who it's not for: Someone who regularly forgets to bring their camera.

Benefits of the job: You have free roam of the pool to get the best possible shots.

Lead Description: Coordinate all volunteer photographers. Gather all available photos from volunteers and organize them for display on the website.

Ready Bench

Description: Organize and check-in all swimmers ages 10 and under from the Tahoe Swim Club and visiting team in the Ready Bench staging area. Walk swimmers to the blocks and ensure they are in the right lane for their races.

Training: Some basic information of how the swimmers are seated by heats and lanes, and then who is taken first, etc. to the blocks.

Who it's for: Somebody willing to make sure that the younger swimmers are assembled and make it to the blocks for their respective heats. Somebody that can be encouraging to the kids as some of these little guys can be pretty intimidated by the whole event.

Who it's not for: Somebody that doesn't like herding kids... or someone with little patience!

Benefits of the job: You get to meet all the kids (and probably their parents). It is only for 10 and under so there is some down time between shifts.

Lead Description: Responsible for coordinating volunteers before meets. Responsible for learning the "ready bench" system and teaching the system to new and returning volunteers with a smile.

Referee

Description: The meet official responsible for overseeing the administration of the meet, ensuring fair competition based on the rules of the sport. Oversees the deck officials including the timers, clerk of the course and stroke and turn. Verifies and validates all infractions.

Training: Must be certified as a swim referee. Can be USA certified but not required.

Who it's for: Somebody who knows the sport and likes enforcing the rules and ensuring a fair meet. An "A" type personality who keeps things on time to the second!

Who it's not for: Most people. Or anyone who is afraid they might mess up the whole meet. Someone who is late or does not keep timelines

Benefits of the job: The best seat in the house. You will see every race with no one in front!

Ribbons

Description: Place stickers on placement ribbons in addition to filing the ribbons in swimmers family folders the Monday following a swim meet. Training: Minimal training required, but it can be learned "hands on".

Who it's for: Anyone can do this job, and the kids love the ribbons!

Who it's not for: If you are not able to attend Monday practices, this isn't for you. The little ones like their ribbons to appear in their boxes ASAP.

Benefits of the job: You have a front row during swim meet, great for parents that have multiple swimmers. This is a huge asset to the meet! You get to file ribbons while your kids are at Monday practice

Lead Description: Responsible for checking ribbon inventory is satisfactory, make sure family folders are in order and no one is missing and that they are put out on the tables by the gate to be filled , assist as needed with the sticking and filing if there are not enough volunteers to do it.

Runner

Description: Collect timing sheets as back-up to the Colorado Timing system and post meet results throughout the day.

Training: No training required.

Who it's for: If you want to know the official results right away, this is the job for you.

Who it's not for: There is some standing around waiting for the right event to collect timing sheets and waiting for the official scoring results so if you don't like to wait, skip this job.

Benefits of the job: You are responsible for handling official meet business

Lead Description: Coordinate all volunteers in respective time slots.

Socials

Description: There are a number of social events for our swimmers and their families to encourage team unity outside of the competitive field. Help coordinate and run any of the number of socials held throughout the season.

Training: No training required.

Who it's for: If you are a party planner, step right up.

Who it's not for: As the name implies, you should be a "social" person.

Benefits of the job: You will be known as the fun parent!

Lead Description: This can be a bit time consuming at the beginning when you are trying to coordinate venues, volunteers, and dates. You will be responsible for bringing the "fun" to the event while remaining within budget. You schedule venues, make sure supplies are ready, and may have to pickup the food to bring to the locations.

Starter

Description: Responsible for starting each of the heats and identify false starts.

Training: Training is required to identify false starts and work the equipment.

Who it's for: Someone with precision and willing to pull the trigger on a false start. Prior swim experience is very helpful.

Who it's not for: There is a lot of standing and you may get splashed, so if you like to sit more than stand and like to stay dry in the summer then this is not for you.

Benefits of the job: This is definitely one of the best locations on the pool.

Lead Description: Train and coordinate meet starters, and attend meet officials meeting prior to the start of the meet.

Stroke and Turn

Description: Judge swimmers stroke and turn and determine if they have the proper form for each. Prepare disqualification sheets if improper technique is identified.

Training: Training required and some experience a plus.

Who it's for: Someone who has an eye for technique.

Who it's not for: Somebody that doesn't have time to get trained and doesn't want to stand by the pool for a couple of hours, disqualifying the swimmers.

Benefits of the job: Poolside seats and hospitality, need we say more!

Lead Description: Train and coordinate Stroke and Turn judges. Attend meet officials meeting prior to the start of the meet.

Timers

Description: Responsible for timing all events. By far this job requires the most number of volunteers at each and every meet. Meets can't run without a sufficient number of timers.

Training: Minimal training required, normally one time at the start of the season to demonstrate stop watches and the information that must be recorded for each heat.

Who it's for: If you enjoy watching the thrill of competition, this is the one for you and yes, you get to wear a stopwatch. You have literally a front row seat! You also get snacks delivered by our hospitality volunteers.

Who it's not for: If you tend to get distracted easily and don't like to get your feet wet, you may want to skip this one.

Benefits of the job: Another great seat in the house, plus hospitality is always at your service. During those hot summer days you are guaranteed a spot in the shade and there's nothing like a 15-18 butterfly to get your feet wet!

Lead Description: Making sure there are sufficient timers signed up for each event, and coordinating with the volunteer check-in to make sure your lists are the same, and that parents have or haven't checked in. Confirm that all stopwatches are functioning properly prior to the meet and bring stopwatches to the meet. Preparing lane assignments and making sure timers are aware of their lane assignments and make it to their respective lanes. Greet the opposing team's head timer and coordinate on any logistics/training prior to the start of the meet. Hold a timer meeting prior to the start of the meet giving final lane assignments and answering any questions from your volunteers.

Volunteer Coordinator

Description: Responsible for checking in all morning and afternoon shift volunteers. You will check them off, give them their volunteer badge, and answer their questions to the best of your ability. You will also coordinate at your table with the other Job Leads to locate their volunteers. During the week, you will analyze what jobs need people, and communicate it out to the team.

Training: No training needed.

Who it's for: Anyone who likes greeting people, working during the swim week instead of meet day, organizing names to jobs/data entry.

Who it's not for: If you don't like remembering 300 families, filling up your texts/email, and checking up on people.

Benefits of the job: Aside from check-in, no specific race day commitment, so if your swimmers are swimming you can watch them.