

	A	B	C
1	<b>Job Name</b>	<b>Description</b>	<b>Requirements if any</b>
2	Announcer	Use the PA System and announce the meet - each heat, swimmer's names, play music between events, read announcements, sponsors, etc.	Be able to speak on the PA system
3	Clerk of Course	Responsible for getting Otter swimmers to their proper swimming lanes in time for their races. Swimmers are first lined up on the green benches (for home meets) or wherever is designated at away meets) and then brought to the chairs behind the lanes. Often, you have to "find" swimmers in the team area in order to get	None, but knowing the swimmers is helpful. Must be able to work the entire meet.
4	Computer Operator	Part of the automation team. Head of Automation is a Board position. Input event/swimmer results, check results for accuracy and display results. There is	Requires training from current automation team. Contact board if interested.
5	Concessions	Work at the concessions table and sell food and drinks. You will handle both hot and cold food or money. If you handle food, you are not to handle the money, and if you handle, money, you are not to handle the food. Prior to the meet, you will help set up the concession area by bringing things from the Otter shed to the concessions area and near the end of the meet you will	No experience necessary. The Concessions board members will help you with everything you need to know. You can socialize while you work. Great way to volunteer!!
6	Grill and Grill Helper	Grill hamburgers and hot dogs to sell at concessions, Look cool because you are a star and get to feed	Know how to grill
7	Head Timer (Assistant Head Timer)	Serves as head timer at the meet. Head timer has two watches that you start at the beginning of each swim race during the meet as back-up timing support if a timer misses a start. You also instruct the timers to	Head Timer and Assistant Head Timer should have served as timer at least three times
8	Referee	Offiate the Meets -Enforce the rules, ensure the meet runs smoothly, review disqualifications	Training and Certification from MCSL required. Before becoming a referee, you must first be certified in stroke and turn. We also require you to stroke and turn and ref a B meet before you can ref an A meet. If

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9	Ribbon Writer	Attach labels (with swimmers information) to corresponding place ribbons. Separate ribbons by team	None.
10	Score Verifier	Working with automation, you verify the times and scores that are put in the computer.	None.
11	Starter	Operates starter for each heat. Gets the swimmers ready for each heat.	Training and Certification from MCSL required. We also require you to work a B meet before you can work an A meet. If
12	Stroke and Turn	Stroke and Turn officials watch each race to ensure that swimmers are swimming the races according to the rules. They may have to "DQ" or disqualify a swimmer if that swimmer is not swimming the stroke legally.	Training and Certification from MCSL required. We request that you work stroke and turn at a B meet before you work an A meet. You may also be asked to shadow a
13	Time Sheet Runner	At the end of all of the heats of an event, you gather the heat sheets from the Head Timer or the Asst. Head	No requirement, but you must be able to walk around the pool during the meets
14	Timer	Responsible for starting and stopping a stopwatch at the start and finish of a swimmer's race. It is important that each timer accurately time the race by watching the starter and watching the finish of the race. One timer in each lane also has to record the time that each of the three timers in the lane gets on their watch.	There is no requirement, but you must attend the timer briefing prior to the start of the meet and agree to be at the entire meet unless you can find someone to share the timing job with you. Swimmers depend on accurate timing of their races!!!
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17			
18	<b>Season Long Jobs</b>		
19	<b>Hospitality</b>	Responsible for coordinating food and drinks for officials, timers, and coaches during meet breaks and water for timers and officials during the meet. This includes setting up food in the clubhouse and soliciting donations of food and paper goods, clean up, and	None

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20	<b>QO Tent Transport</b>	Bring the QO Tents from the shed to the away meets, Set up the tents with others at the away meets. Take the tents down and bring them back to the pool. Once the sun goes down, the tents can be taken down and	A car large enough to take the tents
21	<b>Photography/Slide Show</b>	Take pictures at meets and events and prepare slide show. Solicit pictures from others to put in slide show.	Ability to create a slide show or to convince Kevin Hoffman to keep doing the slide show
22	<b>Ribbon Coordinator</b>	Order ribbons for B Meets, transport ribbon box to and from meets create ribbon box organization	None
23	<b>Ice For Meets</b>	Coordinate with Concessions manager as to how much ice is needed for concessions and purchase the ice prior to each meet and bring it to the pool for concessions	Car large enough to buy the needed amount of
24	<b>Chick-fil-a</b>	Coordinate with Concessions manager as to how much chick-fil-a is needed for concessions and pick up the chick-fil-a when they need it for the Home A Meets and	Car large enough to get the chick-fil-a
25	<b>Coffee</b>	Coordinate with Concessions manager as to how much coffee is needed for concessions and pick up the coffee when they need it for the Home A Meets and bring it	Car large enough to get the chick-fil-a
26	<b>Bagels and Donuts</b>	Coordinate with Concessions manager as to how many bagels, donuts, etc. is needed for concessions and pick up the food when they need it for the Home A Meets	Car large enough to get the chick-fil-a
27	<b>Concessions Shopper</b>	Coordinate with Concessions manager to purchase food at Costco or other stores prior to the season and other	Car large enough to purchase items.
28	<b>Family Fun Night Coordinator</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event
29	<b>Bagel/Donut Breakfast</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event
30	<b>Teen Night Coordinator</b>	Coordinate Event, prepare sign up genius for events,	Must attend event
31	<b>Green and White Coordinator</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event
32	<b>Ice Cream Social Coordinator</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event

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33	<b>Pancake Breakfast Coordinator</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event
34	<b>Team Picture, Pizza Coordinator</b>	Coordinate Event, prepare sign up genius for events, volunteers, etc. Ensure event runs smoothly	Must attend event
35			
36	<b>Banquet Coordinator</b>	Coordinate event, including locate a place to hold the banquet, prepare a sign-up genius for volunteers, etc. Organize set up and clean up of banquet and ensure	Must attend event
37	<b>Trophy Coordinator</b>	Coordinate with coaches and autimation to determine the number of trophies of each star level that need to	

	D	E	F	G
1	<b>Timing</b>	<b>No. Per meet</b>		
2	During Meets	1		
3	During entire meet; Position needed at both A and B Meets	2		
4	During meets and some time after meets. Both A and B	1		
5	Both A and B Meets at home.	5		
6	Home B Meets, Family Nights	2		
7	During entire meet; Position needed at both A and B Meets	1 he ad, 1		
8	During entire meet; Position needed at both A	1		

	D	E	F	G
9	During meets. May last for a few minutes	1		
10	During both A and B Meets. May last for a	1		
11	Both A and B Meets	1		
12	Both A and B Meets	2 pe r me		
13	Both A and B Meets	1		
14	Both A and B meets	9 for A M ee ts,		
15				
16				
17				
18				
19	Both A and B Meets	1, plus SSL Hours		

	D	E	F	G
20	All Away meets	1		
21	Banquet, your own time	As many as want to		
22	before meets and during	1`		
23	A and B Meets	1		
24	A Meets	1		
25	A Meets	1		
26	A Meets	1		
27	Various times during the	1		
28	See Calendar	1 or 2		
29	See Calendar	1		
30	See Calendar	1		
31	See Calendar	1		
32	See Calendar	1		

	D	E	F	G
33	See Calendar	1		
34	See Calendar	1		
35				
36	See Calendar	1		
37		1		