

# Volunteer Position Descriptions

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## Swim Meet Volunteer Positions:

These positions occur the at a home or away swim meet. All positions are during the meet unless otherwise specified in the description.

**Please note** that Shift 1 typically runs from event 1 through event 45. Shift 2 runs from event 46 through event 90. Each shift is typically half the meet. Actual shift change may vary at away pools.

Meet Setup (Night before)	Assist in setting up the pool area the night before the meet.
Concessions Shopper Before Meet	Responsible to shopping for all needed concession items as provided by the Concessions Manager and delivering to pool night before meet. If Costco or Sam's Club you must have membership.
Concessions Shopper Day of Meet Shift 1, also works short concessions shift	Responsible for picking up items needed the morning of the meet (i.e. donuts, ice, etc...) and any last minute items that may run low during the meet. This person needs to be an early riser to get these items delivered. KS pickup is at 6:00AM.
Bathroom Monitor Stroh Ranch Shift 1 or 2	Monitors indoor restroom traffic at the Stroh Ranch meet.
Swimmer/Volunteer Check In	Checks in swimmers and volunteers to confirm they are at the meet. Shift is from 20 minutes before warm-ups until just after the start of the meet. Shift is usually completed by the Volunteer Coordinators.
Heat Award Distributor Shift 1 or 2	Watches for heat winner and passes out prize
Timer Shift 1	Records swimmers time for a specific lane on a stop watch
Timer Shift 2	Records swimmers time for a specific lane on a stop watch
Runner Shift 1	Collects time cards from Timers and delivers them to the Scoring Table
Runner Shift 2	Collects time cards from Timers and delivers them to the Scoring Table
Scoring Shift 1	Organize swimmer time cards by events/heats, enter times into Meet Manager software on computer
Scoring Shift 2	Organize swimmer time cards by events/heats, enter times into Meet Manager software on computer
Heating Area Shift 1 or 2	Assist with getting swimmers checked in for their events and behind the starting blocks.
Concessions Shift 1 or 2	Assist with selling concession items, empty trash. Volunteers also restock bathrooms and empty bathroom trash.
Grill Cook	Responsible for cooking lunch items such as hamburgers, hotdogs, brats during the second half of the meet.

Concessions Early Setup	Help with initial setup of Concessions and selling until 9:00AM, shift is 6:00AM - 9:00AM
Stroke and Turn Judge Shift 1 **	Judge the swimmers for conformance with swimming rules of the current stroke. **Requires attendance at a certification clinic.
Stroke and Turn Judge Shift 2 **	Judge the swimmers for conformance with swimming rules of the current stroke. **Requires attendance at a certification clinic.
Meet Referee **	The Head Official for the meet overseeing all Stroke and Turn officials. ** Requires attendance at a certification clinic.
Starter **	Official responsible for starting each event. Works with the Meet Referee. ** Requires attendance at a certification clinic.
Order of Finish Recorder Shift 1	Assists the Starter in recording the order of finish of each race.
Order of Finish Recorder Shift 2	Assists the Starter in recording the order of finish of each race.
DQ Scribe Shift 1	Listens for disqualification from Stroke and Turn officials and fills out a Disqualification Slip with the call.
DQ Scribe Shift 2	Listens for disqualification from Stroke and Turn officials and fills out a Disqualification Slip with the call.
Announcer Shift 1	Announces First/Last call events and any other general announcements needed during the meet.
Announcer Shift 2	Announces First/Last call events and any other general announcements needed during the meet.
Meet Tear Down	Responsible for cleaning up after the meet has finished. This includes trash removal, putting equipment away, returning furniture to correct location, breaking down concessions area.
Replacement Volunteer Shift 1 or 2	An alternate volunteer. Can be asked to fill any position in case a volunteer does not show up or there is a need for a specific task.

### Non-Meet Event Volunteer Positions:

These positions occur outside of meets and are a good way to for parents to volunteer when they are unable to attend meets. Meet Setup and Costco/Sam's Club shoppers above are also "non-meet" work is on the Friday before a meet.

Kick Off Party Assistant	Assist Event Coordinator with planning and setup/cleanup for Kick Off Party. Also fills and brings water balloons.
End of Year Party Assistant	Assist Event Coordinator with planning and setup/cleanup for End of Year Party, some positions bring watermelon/ice, etc.