

# RHONEWOOD SHARKS VOLUNTEER JOB DESCRIPTIONS

**NOTE: Some of the jobs are worth 1.5 points or greater, if you choose a job which is 1.5 points and another which is 1 totaling 2.5 points and your family requirement is 3 points, YOU ARE NOT FINISHED. You MUST meet or exceed your family's point requirement.**

## MEET VOLUNTEER POSITIONS

**\*The bulk of a family's volunteer positions should be at meets**

**Age Group Coordinators (AGC):** There will be 2 AGCs per age group and gender eg: 2 for 6U girls and 2 for 6U boys. Responsible for the gathering and organizing of all swimmers in that age group to ensure that the swimmers are in their correct lane and heat prior to the start of each race. Age group coordinators work for the entire meet and must start working at least 45 minutes prior to the start of the meet in order to ensure all their swimmers have arrived and are checked in. Parents are responsible for knowing who their age group coordinator is and getting their child to the helper on time. The age group coordinator oversees the whole age group and will also be responsible for notifying managers of swimmers who do not make it to the meet.

**Head Timer:** Provides backup for timers in case of stopwatch failure or other issue and collects/delivers lane sheets to the computer operator. The head timer works continuously for ½ of the meet and must arrange for coverage if a break is needed.

**Timers:** Timers sit or stand at the finishing end of the lane and are responsible for using a mechanical or electronic stopwatch (provided by the swim team) to time the swimmers. There are 1-2 timers per lane provided by each team for a total of 3 per lane. The middle time of the three is used as the official time. One timer also records the times on a sheet of paper. Timers work continuously for ½ of the meet and must arrange for coverage if a break is needed. Timers must be at their assignment 10 minutes prior to the start of the half of the meet they are working.

**Starter:** Starts each race. Starters work the whole meet. This job is only needed at home meets.

**Announcer:** Announces each racer's name. Announcers work for the whole meet. This job is only needed at home meets.

**Stroke and Turn Judge:** Walks along the side of the pool to check starts, turns and strokes of swimmers. Only parents with a swimming background will be allowed to perform this job. Judges work continuously for ½ of the meet and must arrange for coverage if a break is needed. Judges must be at their assignment 10 minutes prior to the start of the half of the meet they are working.

**Data Entry:** Entering race data into the computer system, must be VERY comfortable with computers. Shift is half of the meet and only needed at home meets.

**Hospitality:** Responsible for odds and ends, including picking up coffee/donuts prior to meets. At home meets the hospitality volunteers will be responsible for making sure the coaches and timers have water as needed, get coach's lunches from the snack shack, etc.

**Transportation/Set up:** Responsible for helping transport PA system (home meet), pop ups, chairs, etc to the away meets. This job will also include helping set up either at Rhonewood for our home meet or at the other locations for all other meets. **MUST HAVE A TRUCK OR LARGE SUV!**

**Transportation/Tear Down:** Responsible for helping the managers and coaches tear down and clean up following the meet. Transportation will include PA system (home meet), pop ups, chairs, etc back to Rhonewood. **MUST HAVE A TRUCK OR LARGE SUV!**

**Snack Shack Helper:** Will be responsible for working at the snack bar for either the first half or the second half of the meet under the instruction of the Snack Bar Coordinator. Helpers will also be responsible for helping out with food prep the night before the meet as requested by the Snack Bar Coordinator and helping with clean up at the close.

## NON-MEET VOLUNTEER POSITIONS

**\*Please only sign up for ONE of the positions below**

**Friday Night Meeting Buyer/Lead:** Responsible for meeting with the managers and financial lead to determine needs and budget for Friday night meeting supplies. This person will be the overall coordinator which includes the purchase of all agreed upon supplies for the Friday night meeting, oversee helpers in set-up, during, and clean-up.

**Friday Night Meeting Helpers:** Responsible for setting up, serving, and clean up at the Friday night meeting. These volunteers will receive specific instruction and direction from the Coordinator.

**Time Trials Lane Helpers:** Responsible for making sure that the swimmers are in the correct lane and are ready to swim.

**Swim-a-thon Lap Counters:** Responsible for attending practice and counting laps.

**Team Video/Slideshow:** Are you good with iMovie or some other such program, then this is the job for you. This job includes creating the end of the year video with a picture slideshow to a fun summer/swim soundtrack! Photos will be provided by the Team Photographers officially and parents generally share photos as well.

**Coaches Gift Organizers:** Responsible for organizing the coaches gifts which will be given to the coaches at the end of season party. This will involve a lot of coordination and collection of money, donations, etc.

**End of Season Party Helpers:** Assist the EOS Party coordinator with preparation as well as setup, during, and clean up at the party.