



“Team Service” Volunteer Roles

Team and Group Leadership	
Board Member	Serve as an elected member of the Board of Directors
Group Captain	Stay well-informed about team activities, policies, etc. Welcome new members and answer routine questions. Assist the coaching staff and board with communications to group members.
Group Courier	Collect and distribute items to group members as needed throughout the season. Includes assisting with the Raffle (distributing tickets, collecting money.)
Social	
Team Social Coordinators	Plan team-wide social activities (holiday party, luau, pep rallies).
Group Social Chair	Monitor group social activity; assist and nudge coordinators as needed. Report to board monthly on activities that have taken place.
Group Social Coordinators	Plan social activities for practice groups.
Meets	
Meet Director*	Oversee home meets
Meet Asst Director*	Assist the meet director
Meet Volunteer Coordinator*	Create the schedule and sign up volunteers for “home meet service”; track compliance.
Concessions Coordinator*	Plan and oversee the concession stand at home meets. Plan menus, oversee volunteers, track money, etc.
Hospitality Coordinator*	Plan and oversee the coach/official hospitality room at home meets. Plan menus, oversee volunteers, oversee setup and cleanup, etc.
Meet Announcer*	Announce, arrange playlist, manage PA system for home meets
Meet Programs*	Set up meet programs, facilitate printing
Timer Coordinators	Receive our team timer obligation at away meets and create a signup for parents to volunteer. Track activity to ensure all families participate over the course of the season.
Ribbons/Awards	Receive and organize ribbons/awards for distribution to families
Meet Reports	Receive information from coaches and write meet reports
Hotel Coordinator	Make arrangements for team hotels at out-of-town meets
Official*	Train and serve as a USA Swimming official
* These roles fulfill a family’s “Team Service” and “Home Meet Service” requirements.	

Fundraising	
Fundraising Event Coordinator	Coordinate the corn hole tournament, golf tournament
Fundraising Event Committee	Serve on a committee to plan and execute a fundraising event
Raffle Coordinator	Coordinate the fundraising raffle
Spirit Nights	Plan fundraising spirit nights at local restaurants
Shop with Scrip	Organize the team's Shop with Scrip fundraising
Fundraising Tracking	Track each family's compliance with fundraising requirements.
Sponsorship Chair	Oversee sponsorship program. Design recognition plans. Solicit new team sponsorships.
Sponsorship Tracking	Ensure sponsors receive promised recognition
Publicity / Marketing / Communication	
Publicity Chair	Working closely with the head coach and board president, oversee all Publicity & Marketing efforts; assign tasks.
Graphic Design	Design flyers, shirts, etc., as needed
Writer / Editor	Write or edit press releases, etc.
Newsletter	Produce the monthly Dry Side News
Website	Assist with maintaining the website. Post new material upon request, keep content fresh, advise on design.
Publicity / Marketing Committee	Serve on a committee to market the team. May include press releases, graphic design, social media, promotional table appearances, etc.
Photographer	Take high quality photos at team meets and events. Take photos for press releases and other special needs.
Promotional Events	Coordinate appearances / promotional table
Volunteer Coordination	
Volunteer Coordinator	Oversee team volunteers.
Volunteer Committee	Assist the Volunteer Coordinator to maintain volunteer rosters and track compliance.
Uniforms / Spirit Wear / Swag	
Spirit Wear	Maintain the online stores at A Logo for You and Swim Outlet; assist with planning/designing optional spirit wear and gift items; take special orders and arrange distribution, etc.
Uniforms	Ensure members receive required uniform items (t-shirts and caps). Monitor stock.
Other	
???	What are your ideas about how you can help the team?