

## Volunteer Positions - Descriptions

1. **Clerk of Course (Swim Benches):** \*Will help to get all swimmers organized for their upcoming events. \*Will work to get all swimmers seated in the correct row for their heat/lane for their event. \*Will keep swimmers in line, organized, and ready to move to the blocks. \*Will work with swimmers of all ages and both teams.
  - *This volunteer position is NOT recommended for someone who is also responsible for watching smaller siblings.*
2. **Concessions (Front of Facility at Concessions Tent):** \*Will help with taking orders, making food, and making changes.
  - Duties may include making food items, grilling, handling money
  - Youth ages 16 and over are permitted under the concessions tent, but only adults may handle money. **Please note:** all children in the concessions area must be supervised at all times.
3. **Grill Master (Concessions):** Will be responsible for grilling the hamburgers and hot dogs for concessions.
  - *This volunteer position requires someone at least 18 years of age. Please no small children at this job!*
4. **Heat Winner Ribbons (Finish Area):** \*Responsible for watching each heat closely and giving a ribbon to the winner of each heat.
  - *This volunteer position is not recommended for someone who is also responsible for watching smaller siblings.*
5. **Ribbon Writer (Scorer's Tent):** \*Will work closely with the head score keeper. \*Will place stickers received from the Scorer on the appropriate ribbon. If stickers are not printed, you will need to handwrite the sticker information.
6. **Ribbon Filer (Scorer's Tent):** \*Will file the completed ribbons in the appropriate files for our swimmers in ribbon box(es).
7. **Runner (Behind the Blocks/Scorer's Tent):** \*Responsible for collecting lane slips from each lane after each event and delivering them to the scorer's table.
  - *This volunteer position is not recommended for someone who is also responsible for watching smaller siblings.*
8. **Sign Turner:** \*Responsible for turning the event numbers at the appropriate time.
9. **Swim Walkers (Relay Areas/Clerk of Course):** \*Responsible for helping get swimmers from the relay staging area or clerk of course to the blocks for their event.
  - First Half Swim Walkers: report to Coach Bryan to take swimmers to the appropriate event/lane, THEN report to clerk of course
  - Second Half Swimmers: report to clerk of course at event 40. After event 67, find Coach Bryan to help with relays.
  - *This volunteer position is not recommended for someone who is also responsible for watching smaller siblings.*

10. **Meet Set-up(Not valid for 2025):** You will enter the pool using the concessions gate between 4:00-4:15 PM, and find Board Member check-in. At this point, you will be assigned to a board member to help set up a designated area of the pool. Please refrain from setting up your area until after all set-up jobs are complete.
11. **Meet Tear-Down(Not valid for 2025):** Immediately after event 80, volunteers will be paired up with a board member to complete the tear down of a specific area and help put the pool deck back together.
  - *Will need to stay approximately 30 minutes after the meet!*
12. **Timers (Behind the Blocks):** \*Responsible for attending the timers meeting before the start of the meet. Timers are responsible for timing all individual and relay events during the meet. \*Will use a stopwatch to time, and will record times after each heat.
  - *This volunteer position is not recommended for someone who is also responsible for watching smaller siblings.*
13. **Water Person:** \*Responsible for delivering bottled water to all coaches, timers, officials, clerk of course, and helpers at the scorer's table throughout the meet.
14. **Officials (Pool Deck):** MUST be a certified official. Training is offered at the beginning of the season. Positions include: stroke and turn judge, starter, referee, and head official.
  - *This volunteer position is not for someone who is also responsible for watching smaller siblings.*
15. **Spud Caterer (Not valid for 2025):** Bring 2 dozen, individually wrapped pre-baked potatoes to the meet for sale in the concession stand. See Amanda Greenlee, Volunteer Coordinator, for more information
16. **Announcer:** Responsible for announcing each event and info at the meet. This person should be charismatic.
17. **Scorer's Assistant:** Assist the Team's Head Score Keeper with time entry as well as printing of results and labels.
  - *This volunteer position is not recommended for someone who is also responsible for watching smaller siblings.*