

Volunteer Job Descriptions

All positions are either 1st half or 2nd half (except signs and parking). 1st half workers **please do not leave your duties until you have been replaced by your 2nd half replacement.**

BULL PEN – HOME AND AWAY MEETS

The bull pen is a designated area where all swimmers who are swimming in a meet sit between their events. This position will ensure that swimmers are in the staging area for their schedule event. They will also be responsible for gathering swimmers, lining up and directing relays.

TIMER – HOME AND AWAY MEETS

This person is assigned to a specific lane and will be responsible for verifying the swimmers name as well as getting an accurate time for each event.

JUDGE – HOME AND AWAY MEETS

THIS POSITION REQUIRES LEAGUE TRAINING. We are in desperate need of judges. Should you take on this role you will only be required to work **3 meets instead of 5**. You will need to sit through an online "GO TO" meeting to be trained before the season starts. This position requires standing at either end of the pool to confirm that swimmers are doing each stroke correctly. If you sign up for this position we ask that you sign up for 3 Judges Positions.

SIGNS AND PARKING DIRECTOR - HOME MEETS

This job requires putting out "No Parking" signs during the day. There are 40-50 signs to post. This is usually done during swim practice or early afternoon. The signs are posted all along Laurel Lake Dr., Richlake Dr., and Quinton. This also requires the volunteers to collect the signs generally around event 60 during the meet. You will also be in charge of directing traffic for parking. This will require you stand at strategic traffic areas and provide guidance. Please note times for Parking will be from 5:00 to 6:30+/-.

HEAT WINNER AWARDS – HOME MEETS

This position will present each Heat Winner an award immediately after the heat. You will be located on the swim deck and will identify each heat winner and present them with an award. Please note that the finish line can be very crowded and you will need to navigate the chaos.

CONCESSIONS – HOME MEETS

Help as needed in the concession area. The 1st half position starts at 5:00 and helps with set up. The 2nd half position will help with tear down.

SCORING ASSISTANT – HOME MEETS

This person will be responsible for helping the Scoring Manager with data entry and other tasks for the overall ACCURATE completion of the scoring process. This position is located in the clubhouse with limited viewing of the swim meet. Things to consider ... Swimmers (or other children) are not allowed in clubhouse / Scoring Area. Do not sign up for this position if you must monitor little ones. You must have excellent attention to detail and data entry or numeric keypad skills is a huge plus. Due to the learning curve, we encourage anyone interested in this position to sign up for all home meets.

SCORING VERIFIER – AWAY MEETS

This person will be responsible for verifying final results for accuracy. This is the last checkpoint before finalizing results and posting times. Attention to detail a must. The location for this position varies at each pool, however generally this position is indoors with limited view of the pool. NO CHILDREN allowed in the scoring area! Do not sign up for this if you have little ones that you need to monitor.