

# **Kingsgate Gators Volunteer Job Descriptions**

## **Timing**

Starts watch at beginning of the race with starter, stops race when swimmer finishes race, records times from all three timers on timer sheet. All timers, 1<sup>st</sup> and 2<sup>nd</sup> half must attend timer meeting prior to the start of the meet at approximately 5:30pm.

## **Pool Set-Up**

Arrives at pool at 3:30pm to set up around pool including drop off area, bleachers, staging...no personal set up of areas until entire pool is set up and ready for the meet.

## **Clean-Up**

Stays after the meet ends to clean up all drop off area, bleachers, staging...must stay until completely cleaned up including assisting with computer area clean up.

## **Runner/Meet Marshal**

Runs timing sheets and stroke and turn sheets to data entry. Performs other tasks as needed by the Head Parent Volunteer, Head Concessions Volunteer, or Starter.

- 1<sup>st</sup> half runner arrives by 4:30 pm, closes off parking lot prior to meet, and places sandwich board to close off cul-de-sac southeast of pool.
- 2<sup>nd</sup> half runner opens lot and puts cones away at the end of the meet, brings sandwich board back from cul-de-sac southeast of the pool.

## **Concessions**

Works in concessions located in parking lot preparing and selling food.

- 1<sup>st</sup> half concessions arrives by 5:00 pm and helps set up.
- 2<sup>nd</sup> half concessions starts at 6:30 pm and helps clean up when concessions closes until clean-up is complete.

## **Cashier**

Works same schedule as Concessions, except works the cash box taking money from customers. Must also help with set up at 5:00pm and clean-up of at the end of the meet.

## **Concessions – Food Prep/Delivery/Cleanup**

### **Baked Potato Prep**

Concessions Coordinator will supply potatoes to be prepared by volunteer at volunteer's home and volunteer will deliver to pool by 5pm

### **Caesar Salad/Onion/Lettuce/Tomatoes Prep**

Volunteer will purchase Caesar salad lettuce + hamburger lettuce/onion/tomatoes and deliver to pool by 5pm and be reimbursed.

### **Taco Meat Prep**

Concessions Coordinator will supply Taco Meat & Instructions to be prepared by volunteer at volunteer's home and volunteer will deliver to pool by 5pm.

### **Pizza/Ice pickup**

Concessions Coordinator will call in orders and supply pickup instructions for pizza and ice. Volunteer will purchase, pickup, and deliver to pool by 5pm and be reimbursed.

### **Dishwasher**

Dishwasher will take all concessions dishes home after meet and return prior to next home meet.

## **Staging**

Stages swimmers in lanes based on heat sheet supplied at the beginning of the meet. 1<sup>st</sup> half should be behind blocks ready to line swimmers up by 5:40pm. 2<sup>nd</sup> half change at timer change, 1<sup>st</sup> half stager will provide the heat sheet to the 2<sup>nd</sup> half stager.

## **Awards**

begins at 7pm, puts labels on ribbons as they are printed by data entry. This is a 7pm until complete shift – usually about 9:15–9:30 once final labels are printed. Help with cleanup of data entry area once finished with final labels.

## **Officials**

**Stroke and Turn** (trained position)

Please let me know if you are interested in these positions

**Relay exchange**

Is at the shallow or deep end verifying swimmers touch the wall prior to the next swimmer leaving the wall. Some experience necessary – whether a past swimmer or trained stroke and turn judge.



**Starters (trained position)**

Please let me know if you are interested in these positions

**Announcer**

Calls events for starter to begin races, announces 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> calls for swimmers to get to their races, announces shift changes for 2<sup>nd</sup> half volunteers and other announcements as needed. Additional information is available to learn more about this position.

**Data Entry (trained position)**

Enters times from timer sheets, information from DQ sheets into meet manager. Training available and additional typed instructions also available