



Volunteer Job Description

Friday Setup

Pre-Meet Setup @ Albany Pool

Thanks for your help! Please follow the plan below- it is a small deck so be sure to follow the plan chronologically.

- Move big black table to the north side of the pool for the colorado table + 1 more table
 - Lost and found items needs to be moved to pump room
- Move pool covers to the turn side of the pool- against the ramp
- Set up Canopies on the north side of the pool- 1 for coaches and 2 for Colorado table
 - Colorado timing system table-1 armada canopy & one white canopy
 - Coaches- 1 armada tent
- Set up tables for coaches- 4
- Set up x1 more table for colorado
- Move all rec equipment off deck into storage cage on deck
 - Kickboard bin- cage etc
- Put one small table & 2 chairs near lifeguard room for **Announcers** table
- Put up a sidewall with the Armada logo on the East fence next to the yellow Armada bulletin board.
- Put up blue bulletin boards for heat and lane posting on the outside fence near the West gate. This should be away from the ramp area- on the same fence as the equipment storage area.
 - Use zip ties to hang on the fence, not too high.
- Raise the diving board and insert the pole beneath it.
 - caution tape the stairs to the diving board.

Staging equipment:

Take bins out of the storage unit & hallway based on labels. Look for labels on each box for directions on where they go.

Basketball Court Staging Area (between the north side of the pool and the classroom building, there is an area we can use for storage. It's only accessible from the basketball courts:

- All remaining Armada canopies
- Bungee box
- Buckets or water filled weights
- All remaining Tables
- Chairs

Lifeguard Room:

- Perishable items in the fridge

Classroom M1–North/West classroom in the building next to the pool

- Prepare room
 - Move desks & stack them to open up space
 - Leave One row of tables- for our computer room needs
 - Store all snack bar equipment & bins against the white board
- Help our snack bar leaders unload their cars - around 530pm
 - Perishables in guard room
 - Non- perishable food in M1 Classroom

Colorado Timing System (Big black Table):

- Supply boxes
- Justin Ritter will be setting up colorado equipment

Other Tasks

- Set up **8 gray benches** for timers.
 - 6 of these are in the indoor pool, 1 in the women's locker room & 1 in the family bathroom.
 - These need to be staged in the cage area on the pool deck- we'll bring them out after warm up each morning.
- Post signs:
 - No set up** around pool area /
 - Ramp area notice** along ramp/
 - Results** sign goes on the front windows to the facility/
 - Awards** table will be in this area: post sign/ Lane signs behind blocks/
 - Heat & Lane assignments**
 - West gate fence-
 - & on yellow sandwich boards.
- Stage 4 large **parking cones & one roll of caution tape** near announcers table
- Stage **all other cones and one roll of caution tape** behind the **front desk** of the pool for AM parking marshal
- Stage one **table & 2 chairs** near the **front desk** for the **Awards** table.
- Move bleachers into pump room
- Stage 2 yellow sandwich boards for Heat & lane assignments on BB storage
- Add a lane line to the outdoor pool lane 8
- Put all **Awards boxes & supplies** behind **front desk** area
- Sweep basketball court area and ramp area
- Pick up trash in all areas outside the pool
- Clean around deck area

THANK YOU!!