

CDST SWIM MEET JOB DESCRIPTIONS

Announcer – Operates the public address system. Announces events, heats, results and other announcements as required. Public speaking skills necessary for this position.

Awards – Place labels on awards and distribute to swimmers accordingly.

Baking - Prepare home-made baked goods in your home and deliver to the meet at an assigned time. You are responsible for providing ingredients. An example of baked goods is 6 to 8 dozen chocolate chip cookies.

Canopy Set-up – Set-up team canopies at CDST attended meets. Credit of 2 volunteer hours for each meet.

Check-In – Assist swimmers who are checking into their meet events at the check-in table.

Clean-Up – Assist in the takedown of all equipment for the meet. This includes tables, chairs, tents, etc. Involves lifting and some physical labor.

Coaches' Check-in – Check in coaches by confirming their USA Swimming badges, giving them a program and providing general information.

Computer Operator Assistant - Works with computer office lead to run the swim meet software. Commitment to be trained on equipment to assist at all CDST hosted meets.

Colorado Timing Equipment Operator – Work in the Colorado Timing booth next to the operator.

Equipment Pick-up/Return - Pick up the zone minor equipment (safety vests, warm-up signs, stopwatches and lane cones) before the meet and return on Monday. Will be contacted by Meet Director for details. May require driving distance of 30 miles or more.

Floater – Work with the Meet Director in positions as required.

Head Timer – Supervise the timers for the heats. Coordinate with the timing judge and referee to ensure heats are timed/recorded accordingly.

Hospitality – Work in hospitality room preparing and delivering food to coaches and officials. Requires mobility.

Marshal – Enforces warm-up/safety procedures and maintains order in the swimming venue. Clear and effective speaking skills are important to communicate safety issues to swimmers and/or their coaches.

Meet Program Assistant – Assists Meet Program lead with the swim meet programs.

Meet Runner – Post heat and lane assignments. Deliver seeding sheets to Announcer, Colorado and Referee. Distribute and collect lane timing sheets. Post results. Requires walking/running. Wear comfortable shoes.

Office Worker – Various duties pertaining to the operations of the meet. Assigned by the Meet Office Lead.

Parking – Early each morning, guide visitors to designated parking areas.

Potato Baker – Purchases and bakes 60 warm potatoes and delivers them early in the morning to the snack bar. Time determined by Snack Bar Lead.

Program Sales – Sell programs at the snack bar.

Scratch Desk – For Trial and Finals meets only. Accept swimmers' scratches from final events. Report scratches to Officials as required.

Set-Up - Assist in the setup of all equipment for the meet. This includes tables, chairs, tents, etc.

Shopper – Must own a vehicle. Pick-up food donations and grocery items as required during the course of the meet.

Trash – Empty out trash from pool deck, office and hospitality/snack bar areas.

Volunteer Check-In – Assist volunteers checking in for scheduled shifts.