

VOLUNTEER JOB DESCRIPTIONS

GENERAL VOLUNTEER JOBS

*These duties satisfy the volunteer 8-job commitment during the season and are available during each meet. **WE ASK THAT 5 OF YOUR 8 JOBS FOR THE SEASON ARE MEET RELATED.***

CARD RUNNERS: This job is on the pool deck and, if you're looking to get a little exercise, this is the job for you! Just let us know if you've not done this before and we'll certainly explain everything and/or walk you thru it. There are two parts to this job:

1) 8&U – You will be responsible for getting cards from the 8 and under swimmers at the Clerk of Course to the timers. (We'll walk you thru this the first few times!)

2) Over 9 – You'll carry cards from the timers and DQ slips from the referee to the computer operator (via the bucket dangling from the community center above).

HEAT WINNER RIBBONS: If you like to make kids smile, this job is for you! We pass out heat winner ribbons for each heat of the night during our Wednesday meets at the Commons (our home meets). We'll make sure you've got a big stack of ribbons at the beginning of the meet and point you in the right direction!

LANE TIMERS: We need 9-18 timers for every meet, whether we're home or away. Please don't worry if you've never timed before; it's easy! Prior to each meet, the Head Timer convenes all timers to review exactly what you need to do. There are two buttons on the stopwatch: you press it once when the race starts and again when the swimmer in your lane touches the wall; press the second button to clear the watch for the next race. There are three timers per lane and a Head Timer operating extra watches in case you make a mistake or miss getting someone's time, so you have backup!

*** When signing up to time, please note there are two time slots for Wednesday Developmental B meets: 5:45-7:45pm and 7:45-9:30pm. The order of strokes changes for each B meet. If you swimmer is swimming a later stroke or IM, please consider working during the second shift because you'll be there anyway!

CLERK OF COURSE: Assist the Clerk of Course at both home and away meets. We usually only need one volunteer at the away meets to help assist in the opposing team's clerk of course area, but more people are needed at the home meets because we're responsible for this area. This job requires a little patience in working with the kids to make sure they get to the right place at the right time to swim their events. No experience is required; we just need help!

SNACK BAR: Join our "The Watering Hole Crew" at every home meet. This volunteer position offers time in the shade and the opportunity to step away to watch your child(ren) swim their event(s).

We've also added an "ice" duty for each home meet that the Penguins are responsible for the snack bar. This will entail purchasing bags of ice, loading the coolers with drinks and ice and then staying to help set up the snack bar to complete your time.

SNACK BAR DONATIONS: ** This opportunity is limited to one (1) sign up per family. ** Please help stock our snack bar for the summer season with specific drink requests.

POOL SET-UP: Volunteers will work with the Set-Up/Take-Down Coordinator to assist in setting up the pool to prepare for home meets. This includes, but might not be limited to, setting up lane lines, putting up backstroke flags, setting out cones to reserve parking spaces for key volunteers, and moving deck furniture. Set up can be accomplished very quickly with many participants. This is a great opportunity for parents who have younger children who prefer not to work during the meets.

POOL TAKE-DOWN & CLEAN-UP: Volunteers will work with the Set-Up/Take-Down Coordinator after home meets. This includes, but might not be limited to, removing lane lines and backstroke flags, moving tables and chairs back to original placement for public pool usage, and cleaning pool area by picking up trash, emptying trash cans and straightening the clubhouse. This job does not require the individual to be present at the meet, only at the end of the meet when clean up occurs. This is a great opportunity for parents who have younger children and prefer not to work during the meet so they can supervise their children.

DROP-OFF ASSISTANCE: During afternoon practices we recommend parents drop their kids off before parking. Volunteers will help kids out of the car, escort them to the front desk, help with pool passes and make sure they are directed to the pool area.

PARKING LOT ATTENDANT: During home meets, we are not allowed to park in the Commons parking lot as that is reserved for the visiting team. We need someone to stand at the opening of the Commons parking lot to direct traffic. Penguin parents sometimes need to be reminded that they cannot park in the lot and the visiting team will need to be directed to the VRE lot as well once the Commons lot is full.

VOLUNTEER BACK-UP AND CHECK-IN:

1) **Back-Up:** Each swim meet will also have two "floaters" that are on standby to fill in for any volunteers who don't show up at the last minute or need a break for any reason during the meet. Please keep in mind this could end up being any job at the meet – within reason, of course! These people may end up doing nothing or they could end up doing something they've never done before. Either way, they'll get credit for working as long as they are on deck and available to step in **at any time** during the assigned shift. Recommended for those who are flexible and willing to possibly try something new!

2) **Check-In:** We need people at the swim meets to check in volunteers and to help with nametags. On Wednesdays, this person will need to check in both shifts of volunteers, so the shift will be 5:00- 6:00pm and again from 7:00-8:00pm. In between the two 1-hour shifts, you're free to do whatever you'd like, just as long as you're back in time to check in the second shift of workers.

FUN FRIDAY: Please sign up to assist with our Fun Friday festivities. This involves helping the kids as they work through the breakfast line as well as helping with set up, clean up and whatever else is needed in between to keep the buffet line moving!

- The kids eat at the following times:
 - 11 & over: 9:00 am
 - 9 & 10: 9:45 am
 - 8 & U: 10:15 am
- Two (2) parents are needed per shift during Fun Fridays:
 - Shift 1 = 7:45-9:30 am
 - Shift 2 = 9:30-11:15 am

SOCIAL EVENTS: The Penguins host a lot of social events during the swim season and we need help. Volunteer opportunities include helping with our ice cream social, popsicles after practice, a special donut breakfast on the first day of morning practice to celebrate school being out, and various outings planned throughout the season. Social activities vary from season to season, but this job involves helping the kids have fun with their teammates!

SWIM-A-THON: The Swim-a-thon is an annual charity event we do with the Burke Centre Stingers. There's swimming and dancing and eating and raffles and silent auctions and just a whole lot of fun for both the kids and adults! Of course, we need a lot of help making this happen, so please think about signing up to volunteer while you're there enjoying the festivities!

END OF SEASON PARTY: ** This volunteer opportunity is limited to two (2) sign ups per family.** Some assistance is needed before and during our Penguin end of season party. See the sign up for specific tasks and help where you can!

BURKE CENTRE FESTIVAL: The Burke Centre Swim Club is asked to provide volunteers throughout the day on both Saturday and Sunday of the annual Burke Centre Festival. Our shifts will involve assistance with specific attractions or booths at the festival; collecting tickets, answering questions, helping people on/off or in/out of the attraction, etc. We won't always have received our specific assignments until later in the summer, but we do know we'll have multiple shifts one of the days of the festival and will create the sign ups accordingly. Not only can this volunteer opportunity be used to fulfill your minimum requirement for the team, but it's also a great opportunity for teens to fulfill volunteer hours required by Fairfax County Public Schools. While kids can fill these positions, there may be age restrictions on kids being able to volunteer by themselves and the minimum age is 14 years old. Please note this is the only 'job' offered that children can sign up for.

KEY VOLUNTEER POSITIONS

Each position satisfies the volunteer commitment for the entire season!!!

STARTERS AND REFEREES: The Starter is responsible for announcing the event and start of each race. The Referee is responsible for making the final decision on a possible infraction by a swimmer or team. Referees must be Starter and Stroke and Turn certified. Starters must be Stroke and Turn certified. *Requires training at an Officials Clinic offered by The Colonial Swim League. A clinic at the Commons Community Center in Burke Centre is offered each June, prior to the beginning of the season. The date and time is announced via email to the team.*

STROKE AND TURN JUDGES: These individuals are responsible for monitoring the swimmer's strokes and recording a possible disqualification (DQ) during a meet. *Requires training at an Officials Clinic offered by the Colonial Swim League. A clinic at the Commons Community Center in Burke Centre is offered each June, prior to the beginning of the season. The date and time is announced via email to the team.*

TEAM REPRESENTATIVE: The individual shall act on behalf of the team Board of Officers. The Team Rep. participates in League meetings and is the spokesperson for his/her respective team at these meetings. They act as the meet manager for home meets, and are responsible for the smooth running of all meets. They coordinate meet dates and locations. The Team Rep. will also act as the liaison between the referee at a swim meet and any party with a dispute over a referee's decisions regarding any swimmer's performance.

VOLUNTEER COORDINATOR: This individual (or individuals) manage the volunteer process for our team. Working with other key volunteers, volunteer shifts are input into TeamUnify prior to the start of the season and then adjusted as needed. Volunteer checks are collected during the first two weeks of the season and returned as volunteers complete their minimum requirement. Best of all, this job manages the volunteer raffle drawings each week of the season. Much of this job is behind-the-scenes, and could be shared with another person(s). Communication is key, because people will have questions about volunteering and you can help them find the right fit for their family.

BCSC REGISTRAR: Receives all official swimmer registration and provides each team with a roster of current members. The registrar forwards all registration fees to the BCSC treasurer.

SCORING/COMPUTER OPERATOR: The team Computer Operator uses **HyTek Meet Manager** to organize the meet, enter each swimmer's time, and manage the meet to include scores, records, reports and ribbon labels. Files are transported electronically to **HyTek Team Manager** for record keeping and data management to help run the team. Coaches use this data to keep track of a swimmers progress throughout the season and to help in meet placement. *This position requires attending at least one training session sponsored by the Colonial Swim League.*

ANNOUNCER: Home meets only. Sets-up, takes down and manages the PA system during meets. Makes any PA announcements and plays music during appropriate times.

POOL SET-UP & TAKE-DOWN COORDINATOR: This individual is the coordinator for preparing the pool for a Home swim meet. The coordinator will direct and assist volunteers in set-up activities, including setting up lane lines, putting up backstroke flags, reserving parking spaces for key volunteers, and moving furniture. Set up can be accomplished very quickly with many participants. This is a great opportunity for parents who have younger children and prefer not to work during the meet so they can supervise their children.

RIBBONS & TIME CARDS COORDINATOR: This volunteer position is often in an air-conditioned or shaded area so many find this appealing for that reason! This job has many "busy-work" tasks, including labeling and sorting timecards before the meet begins, posting results, labeling ribbons, etc. There will always be at least one other person with experience working with you so you'll have someone around to ask for help. We need volunteers to do this at both home and away meets. There is a team ribbon box that is inventoried and supplied with the appropriate ribbons at the beginning of the season and maintained by the coordinator throughout the season.

CLERK OF COURSE COORDINATOR & ASSISTANT

This job involves coordinating heat and lane assignments for swimmers during meets. During A meets, heats and lanes are pre- assigned, and during B home meets, the C-of-C manages the swimmers time cards to assign heats and lanes. This job is typically filled by (2) individuals to provide the best availability and coverage for both A and B meets.

HEAD TIMER: This individual is someone likely (or willing) to attend Saturday (A) and Wednesday (B) meets to organize/supervise the Penguin volunteer timers. During home meets, duties involve conducting a pre-meet briefing with the timers from both teams to highlight the rules and timing procedures, running backup watches during each heat, and coordinating with the starter and referee to keep timers ready and the meet moving. The team owns a collection of stopwatches, which you maintain during the season.

COMMUNICATIONS: This job is (mostly) performed in the comfort of your home in front of your computer or laptop. This person works with the team president to compose and send out information to the team via email and Facebook, as well as keeps the team website up-to-date. Team members receive current information regarding meets, social activities, weather-related cancellations, and other pertinent news that relates to the operation of the team.

SNACK BAR COORDINATOR(S): The “Watering Hole”, our snack bar, plays a vital part of every home meet in keeping our swimmers and their families fed and hydrated. Responsibilities include: arranging food purchases from local vendors, shopping for snacks, the cash drawer, setting up before each meet and packing up afterward. Volunteers will assist you at each meet.

FUN FRIDAY COORDINATOR: For (4) Fridays, practices are a little shorter to allow time for costume judging and a breakfast buffet with food contributions provided by each swimmer’s family. The coordinator for Fun Friday will determine the costume theme for each week, as well as purchase (using funds from the Penguins budget) prizes for the winner of the costume contest from each practice group. This person also oversees the sign-ups for food contributions. You will have the assistance of (6) volunteers each week to ensure things run smoothly, two each practice session.

SOCIAL EVENTS COORDINATOR: The Penguins have a lot of social events during the swim season and we need a coordinator arrange them. These can include an ice cream social and car decorating, movie and lunch, water park, laser tag, glow golf and other fun activities throughout the season... this position gives you a chance to use your imagination!

SWIM-A-THON & SILENT AUCTION COORDINATORS: The Swim- a-thon is an annual charity event that we host with the Burke Centre Stingers. The proceeds from this evening benefit the Leukemia & Lymphoma Society and BurkeCARES. Each team provides coordinators and they work together to organize and orchestrate the event (lap swimming, dancing, food, cake walk, etc.). In addition to the silent auction, the event is packed with fun and frolicking for every age!

END OF SEASON PARTY COORDINATOR: This person is responsible for organizing the buffet at the Penguins banquet and awards ceremony. You will arrange for catered food from a local vendor, as well as order cakes for dessert. Families are asked to contribute side dishes and drinks. You will direct the volunteers who sign up assist with serving food and with clean up.

WINTER SWIM COORDINATOR: The Penguins offer a one-hour per week opportunity on either Sunday or Saturday night for swimmers to practice with coaches during the off-season. From September through May, practices are held at one of the local REC Centers. The location and night is may change each year depending on what the team is assigned from the county. The coordinator takes direction from the Penguins head coach regarding coaching assignments. Additionally, this person handles registration and contracts with Fairfax County Park Authority to rent the lanes, submits monthly payroll requests to our treasurer, serves as the liaison between the facility and the team, and is on deck to ensure each practice runs smoothly. (The practices take place at either Audrey Moore or South Run RECs.)

CLUB LEVEL KEY VOLUNTEER POSITIONS

The Penguins Swim Team is one of the two teams of the Burke Centre Swim Club with the other team being the Stingers. There are two club level volunteer positions. The position may be held by a member of either team and is held for multiple years to help establish relationships and continuity. Each position satisfies the volunteer commitment for the entire season!!!

SPONSOR COORDINATOR/LIAISON: This position is new for 2020! The Club sponsor coordinator will solicit local businesses to sponsor the swim club. They will then ensure the club/teams are meeting any agreed upon sponsorship requirements. Prior to the season, they will order a sponsor banner for each team to be displayed at home and (if allowed) away meets. They will work with the teams to schedule any meals at sponsor restaurants or other team activities at sponsor businesses. They will coordinate and schedule any fundraising nights at local restaurants (Chick-Fil-A, Chipotle, etc.). This is a new position so the sky is the limit. Any funds brought in through sponsorship will allow the club to pay our coaches more, improve training aids, improve team spirit functions, and help the club in general.

BURKE CENTRE CONSERVANCY LIAISON: The BCC Liaison must be a member of the BCC in good standing. The Liaison is the sole point of contact between the swim club/teams and the BCC. They work with the teams to generate our yearly usage request and ensure our charter and usage request is approved each year. The Liaison communicates any team/club needs to the Conservancy such as club house requests. They also are who the Conservancy calls for team related questions or issues. They attend Conservancy Board of Trustee Meetings and working sessions and provide club input on any BCC issues that may have an impact on the teams.