

# Volunteer Position Descriptions

**Swim Meet Volunteer Positions:** These positions occur during a swim meet.

**Please note: Shift 1 typically runs from event 1 through event 45. Shift 2 runs from event 46 through event 90.**

Do not leave your position until your replacement arrives. Someone will make sure everyone has been replaced.

Concessions Shopper Day of Meet, also works short concessions shift	Responsible for picking up items needed the morning of the meet (i.e. burritos, donuts, ice, etc...) and any last minute items that may run low during the meet. This person needs to be an early riser to get these items delivered.
Concessions Shopper Day of Meet Shift 2	Responsible for picking up items needed during the meet but primarily works selling concession items.
Concessions Early Setup	Help with initial setup of Concessions and selling until 9:00AM, shift is 6:00AM - 9:00AM.
Concessions	Assist with selling concession items.
Bathroom Monitor Stroh Ranch	Monitors indoor restroom traffic at the Stroh Ranch meet. Usually under umbrella near door to lobby.
Swimmer/ Volunteer Check In	Checks in swimmers and volunteers to confirm they are at the meet. Shift is from 20 minutes before warm-ups until just after the start of the meet. Shift is usually completed by the Volunteer Coordinators.
Heat Award Distributor	Watches for heat winner and passes out prize.
Timer	Records swimmers time for a specific lane on a stop watch or Dolphin timer.
Runner	Collects time cards from Timers and delivers them to the Scoring Table, posts results from scoring on wall.
Scoring	Organize swimmer time cards by events/heats, enter times into Meet Manager software on computer.
Heating Area	Assist with getting swimmers checked in for their events and behind the starting blocks.
Grill Cook	Responsible for cooking lunch items such as hamburgers, hotdogs, brats during the second half of the meet.
Water Delivery & Bathroom/Trash	Deliver water to timers/officials, replenish TP, empty bathroom trash. Must be willing to switch off with family member/spouse of opposite gender to cover both male and female bathrooms.
Stroke and Turn Judge**	Judge the swimmers for conformance with swimming rules of the current stroke. **Requires attendance at a certification clinic.
Meet Referee **	The Head Official for the meet overseeing all Stroke and Turn officials. ** Requires attendance at a certification clinic.
Starter **	Official responsible for starting each event. Works with the Meet Referee. ** Requires attendance at a certification clinic.
Order of Finish Recorder	Assists the Starter in recording the order of finish of each race.
DQ Scribe	Listens for disqualification from Stroke and Turn officials and fills out a Disqualification Slip with the call.
Announcer	Announces First/Last call events and any other general announcements.
Floater Volunteer	Can be asked to fill any position even in the week leading up to the meet in case a volunteer does not show up or there is a need for a specific task including helping timers or heating on hot days.

**Before or After Meet & Non-Meet Event Volunteer Positions:**

These positions occur before or after a meet or at social events are a good way to for parents to volunteer when they are unable to attend meets. All shoppers give receipts for reimbursement.

Kick Off Party Assistant	Assist Event Coordinator with planning and setup/cleanup for Kick Off Party. May also purchase, fill and bring water balloons.
Concessions Shopper Before Meet	Responsible for shopping for all needed concession items as provided by the Concessions Manager and delivering to pool during Meet Setup. If Costco or Sam's Club you must have membership.
Meet Setup (Night before)	Assist in setting up the pool area the night before the meet. Only one signup position allowed per family per meet. You can bring two or more helpers to Meet Setup but you only get one shift credit.
Meet Tear Down	Responsible for cleaning up after the meet has finished. This includes trash removal, putting equipment away, returning furniture to correct location, breaking down concessions area. <b>For Stroh Ranch home meets this also includes loading trucks, driving back to Anthology, unloading, and putting equipment away in Anthology storage.</b>
End of Year Party Assistant	Assist Event Coordinator with planning and setup/cleanup for End of Year Party, some positions cut up and bring watermelon/ice, etc. Some positions run party stations like snow cones, bouncy water slides, etc.
End of Year Party Shopper	Shop for End of Year Party could include buying hundreds of hot dogs/hamburgers, plates, drinks, ice, etc. If Costco or Sam's Club you must have membership. Event Coordinator will provide list.