

Volunteer Job	Assigned To	Reports to	Estimated hours	Prerequisites	Safe Sport Certification Required?	Description
<b>Club Meet Director/Chair</b>	Hartig	Board	10 per day for home meets		yes	Meet Directors are responsible for organizing a meet that complies with the USA Swimming and LSC rules. They must insure that the meet follows the technical and administrative rules proscribed in USA Swimming Rules and Regulations and LSC Rules and Regulations.
Meet Set Up Chair		Club Meet Director	2 hours X 6 home meets =12		no	Lead the set up and break down for home meets assisted by individuals who volunteer for meet set up and breakdown at each meet
8 & Under Meet Director		Club Meet Director	25	> 1 year with 757swim	yes	Be available for 8 & Under home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
8 & Under Meet Director	Dameron	Club Meet Director	25	> 1 year with 757swim	yes	Be available for 8 & Under home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
9-12 Meet Director	Quinn	Club Meet Director	25	> 1 year with 757swim	yes	Be available for 9-12 home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
9-12 Meet Director	Bradshaw/Williams	Club Meet Director	25	> 1 year with 757swim	yes	Be available for 9-12 home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
13+ Meet Director	Quinn	Club Meet Director	25	> 1 year with 757swim	yes	Be available for 13+ home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
13+ Meet Director	Keithley	Club Meet Director	25	> 1 year with 757swim	yes	Be available for 13+ Under home meet sessions. Coordinate volunteers assigned to session including marshalls and timers. Set up vests, watches, and clipboards. Coordinate with announcer and hospitality, empty trash etc. A full job check list will be provided.
Meet Hospitality Coordinator	Scordo	Club Meet Director	10+ per day at home meets	> 1 year with 757swim	yes	Coordinate food for coaches and officials at home/hosted meets. Coordinate food trucks as needed
Meet Officials Chair	Aponte	Club Meet Director	25+	> 1 year with 757swim & USA Swimming Certified > 2 years	yes	Coordinate officials for home and away meets.
Stroke and Turn Officials	multiple needed	Meet Officials Chair	25	Stroke and Turn Training (team will train)	yes	Stroke and Turn Officials ensure that the strokes, turns and finishes comply with the rules applicable to each stroke. If strokes, turns or finishes are executed in a manner which is out of compliance with the rules, in the spirit of fairness they document information to disqualify a swimmer from a race. BONUS: Your service at home and away meets will completely fulfill your 757swim volunteer requirement, the best view of the pool and have access to delicious food catered by hospitality! Must do a minimum of eight (8) session per year to maintain certification. Training will be provided.
Dry Deck Officials	multiple needed	Meet Officials Chair	25	Dry Deck Training (team will train)	yes	Several jobs fall into this category including timing equipment operator and scoring officials. Most work is completed via laptop in the scoring system. Will communicate with the meet referee any issues. BONUS: Your service at home and away meets will completely fulfill your 757swim volunteer requirement, you'll have the best view of the pool and have access to delicious food catered by hospitality! Minimum of eight (8) sessions per year to maintain certification. Training will be provided.
Away Hotel Room Coordinator	Heyward	Club Meet Director	8 to 10		no	Coordinate hotel blocks for away meets. Communicate with team admin on special needs and to have info posted to the website.
Away Timer Coordinator 13+		Club Meet Director	10		no	Check in on timer sign up at away meets and ensure away timer slots are full during the meet. If not encourage parents attending the meet to jump in and help!
Away Timer Coordinator 12 & Under		Club Meet Director	10		no	Check in on timer sign up at away meets and ensure away timer slots are full during the meet. If not encourage parents attending the meet to jump in and help!

<b>Communications</b>	Burnet	Board			yes	
Newsletters	Burnet	Secretary	15		no	Coordinate and write monthly Dryside Newsletter
Team Photographer 12 & Under		Secretary	15	Must own a camera and be able to upload photos from your computer.	yes	Take photos of 12 & under meet sessions and team events. Upload to Smug Mug
Team Photographer 13 & Over		Secretary	10	Must own a camera and be able to upload photos from your computer.	yes	Take photos of 13 & under meet sessions and team events. Upload to Smug Mug
Team Statistician	White, M	Secretary	20		no	Research times and records online. Write meet reports following all meets and send updated reports and team records to the secretary.
Statistician Assistant	Clark, E	Team Statistician	15		no	Assist the team statistician with research/writing reports.
Correspondence		Secretary	5		no	Write thank you notes and other correspondence as needed for the team.
Safe Sport Coordinator	Long, L	Secretary	10	> 1 year with 757swim	yes	Become safe sport certified. Track parent safe sport certifications. Serve as a resource for parents with questions about obtaining their certification.

<b>Registrations</b>	Ananthram	Board			yes	
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Welcome Committee (4 needed)	Henshaw	Registrar	10	> 1 year with 757swim	no	Assist the registrar with tryouts. Serve as a friendly face welcome to 757swim! Help to contact new families and answer any questions they have.
Welcome Committee (4 needed)	Buzek	Registrar	10	> 1 year with 757swim	no	Assist the registrar with tryouts. Serve as a friendly face welcome to 757swim! Help to contact new families and answer any questions they have.
Welcome Committee (4 needed)	Younica	Registrar	10	> 1 year with 757swim	no	Assist the registrar with tryouts. Serve as a friendly face welcome to 757swim! Help to contact new families and answer any questions they have.
Welcome Committee (4 needed)	Haas	Registrar	10	> 1 year with 757swim	no	Assist the registrar with tryouts. Serve as a friendly face welcome to 757swim! Help to contact new families and answer any questions they have.
Gold Captain	Liebler	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Senior Captain		Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Silver 3 Captain	Sokolowsky, K	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Silver 2 Captain	Hoadley	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Silver 1 Captain	Beringer, L	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Bronze 2 Captain	Arne, K	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Bronze 1 Captain	Freeman, M	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Copper Captain (2 needed)	Kurovski, E	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Copper Captain (2 needed)		Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Copper Prep Captain (2 needed)		Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Copper Prep Captain (2 needed)		Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.
Splash Captain	Levin, J	Registrar	15	> 1 year with 757swim	no	Serve as a resource for your group families to answer questions throughout the year. Welcome new families to the group as they join. Coordinate distribution within the group of uniforms, ribbons and other items as needed. Must be familiar with all group requirements including fundraising, volunteer etc.

Fundraising Chair	Scordo	Board			yes	
Fundraising Admin	Harris, E	Fundraising Chair	15		no	Prepare invoices for sponsors and track payments. Track fundraising benefits and coordinate with team admin and secretary to be sure all sponsors receive their benefits. (monthly calendar to track who should be recognized when etc.)
Raffle Chair (2 needed)	Hoadley	Fundraising Chair	15		no	Run team raffle for the purpose of family fundraising. This includes ordering tickets, securing ticket sponsor, ticket distribution, collection and the actual drawing. Must be comfortable using spreadsheets and communicating with families.
Raffle Chair (2 needed)	Buzek	Fundraising Chair	15		no	Run team raffle for the purpose of family fundraising. This includes ordering tickets, securing ticket sponsor, ticket distribution, collection and the actual drawing. Must be comfortable using spreadsheets and communicate with families.
Swim-A-Thon Chair	Ericsson	Fundraising Chair	20	Fundraising experience	yes	Lead a committee to plan and execute the Swim-A-Thon. Begin the planning 3-6 months from prospective date. Follow USA Swimming guidelines on how to execute the Swim-A-Thon
Swim-A-Thon Committee (4 needed)	Haas	Swim-A-Thon Chair	10		no	Actively participate in the planning and execution of the Swim-A-Thon
Swim-A-Thon Committee (4 needed)	Cleary	Swim-A-Thon Chair	10		no	Actively participate in the planning and execution of the Swim-A-Thon
Swim-A-Thon Committee (4 needed)	Hibbard	Swim-A-Thon Chair	10		no	Actively participate in the planning and execution of the Swim-A-Thon

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Swim-A-Thon Committee (4 needed)	Quinn	Swim-A-Thon Chair	10		no	Actively participate in the planning and execution of the Swim-A-Thon
Family Fundraising Chair		Fundraising Chair	15		no	Coordinate family fundraising opportunities including a sale of some type (cookie dough, popcorn, Yankee Candle or other) and oversee Shop With A Scrip. Answer family fundraising questions.
Shop With A Scrip Coordinator	Wilkins	Family Fundraising Chair	15		no	Coordinate Shop With A Scrip sales, answer questions for families and communicate back to family fundraising tracker as needed. Develop an step-by-step tutorial you can share either in person or online to help families be successful using this fundraising vehicle.

Team Social Chair	Williams	Board				Oversee team social volunteers. Check in regularly to be sure all groups are working toward assigned timelines. Answer questions as needed.
Spiritwear (2 needed)	Scordo	Team Social Chair			no	Coordinate sales of spiritwear throughout the year, at least every other month.
Spiritwear (2 needed)	Keithley	Team Social Chair			no	Coordinate sales of spiritwear throughout the year, at least every other month.
Uniforms (2 needed)	Haas (Bronze 1 & up)	Team Social Chair	TBD		no	Separate and prepare uniforms for distribution when they arrive. Coordinate with Group Captains for distribution
Uniforms (2 needed)	Mazzitti, K (Copper/CopperPrep/Splash)	Team Social Chair	TBD		no	Separate and prepare uniforms for distribution when they arrive. Coordinate with Group Captains for distribution
Uniforms (2 needed)	Snyder, A (Copper/CopperPrep/Splash)	Team Social Chair	TBD		no	Separate and prepare uniforms for distribution when they arrive. Coordinate with Group Captains for distribution
Luau Chair		Team Social Chair	10		no	Lead a committee that plans the summer awards banquet for the week after Age Group Champs. Work within a given budget on location, menu, coordinate potluck if desired and decorate etc. Help with set up, clean up etc.
Luau Committee (4)	Hibbard, A	Luau Chair	5		no	Actively participate on a committee that plans the summer awards banquet for the week after Age Group Champs. Work within a given budget on location, menu, coordinate potluck if desired and decorate etc. Help with set up, clean up etc.
Luau Committee (4)		Luau Chair	5		no	Actively participate on a committee that plans the summer awards banquet for the week after Age Group Champs. Work within a given budget on location, menu, coordinate potluck if desired and decorate etc. Help with set up, clean up etc.
Luau Committee (4)		Luau Chair	5		no	Actively participate on a committee that plans the summer awards banquet for the week after Age Group Champs. Work within a given budget on location, menu, coordinate potluck if desired and decorate etc. Help with set up, clean up etc.
Luau Committee (4)		Luau Chair	5		no	Actively participate on a committee that plans the summer awards banquet for the week after Age Group Champs. Work within a given budget on location, menu, coordinate potluck if desired and decorate etc. Help with set up, clean up etc.
Pep Rallies (2 needed)		Team Social Chair	5		no	Plan and execute 2 Pep Rallies per year, one in February and one in July. Work within a given budget.
Pep Rallies (2 needed)		Team Social Chair	5		no	Plan and execute 2 Pep Rallies per year, one in February and one in July. Work within a given budget.
Spirit Nights	Harris, E	Team Social Chair	10		no	Plan one monthly spirit night with a local restaurant/vendor. Plan at least 2 months in advance and communicate with social chairs in case it can be coordinated with a group social event. Provide team admin with materials or info to promote the event at least 30 days in advance.
Gold Social	Shnowske	Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Senior Social	Runkle	Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Silver 3 Social		Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Silver 2 Social	Levin, J	Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Silver 1 Social		Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Bronze 2 Social	Bermudez, E	Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Bronze 1 Social		Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc.
Copper Social		Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc. Due to the large size of this group, events like meeting at a playground for popsicles, or meeting at a pumpkin patch may be easiest. Events should be about 1 hour.

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Copper Prep Social		Social Chair	10		no	Plan 3 social events per year, once by the end of October, another by the end of February and another by the end of May. Coordinate with the group coach and captain on dates and ideas. Events are optional at swimmers own expense and should be age appropriate. Chair is responsible for planning the event, not for coordinating transportation etc. Due to the large size of this group, events like meeting at a playground for poppies, or meeting at a pumpkin patch may be easiest. Events should be about 1 hour.

Volunteer Chair		President				
Volunteer Coordinator	Bruhl	Volunteer Chair	20		no	Assign volunteers to their jobs for the year. Ensure that as many jobs as possible are full and that individuals understand their job description, expectations, and to whom they report.
Volunteer Tracker	Ayotte	Volunteer Chair	20		no	Track volunteer hours as reported by individuals doing various jobs. Coordinate with the team admin to be sure that hours are added to member accounts.
Ribbons Coordinator	Edmonds, E	Volunteer Coordinator	5		no	Go through ribbons and awards as received and get them to group captains for distribution. Also, initially go through unclaimed ribbons and awards and get them to their owner.
Team Photo Coordinator	Williams, M	Volunteer Chair	5		no	Coordinate a team photo with a local photographer. Work with club admin/coach to coordinate timing. Explore a individual team photos as a fundraiser and coordinate if reasonable.
Landscape Chair		Volunteer Chair	15		no	Lead a committee that designs and executes a landscape plan based on budget guidelines. Ideally at least 3 major clean up/mulch days per year (one spring, one in July before champs and one in October. May include mulch, weeding or other items.
Landscape Committee (5)	Edmonds, E	Landscape Chair	10		no	Actively participate in a committee that designs and executes a landscape plan based on budget guidelines. Ideally at least 3 major clean up/mulch days per year (one spring, one in July before champs and one in October. May include mulch, weeding or other items.
Landscape Committee (5)		Landscape Chair	10		no	Actively participate in a committee that designs and executes a landscape plan based on budget guidelines. Ideally at least 3 major clean up/mulch days per year (one spring, one in July before champs and one in October. May include mulch, weeding or other items.
Landscape Committee (5)		Landscape Chair	10		no	Actively participate in a committee that designs and executes a landscape plan based on budget guidelines. Ideally at least 3 major clean up/mulch days per year (one spring, one in July before champs and one in October. May include mulch, weeding or other items.
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Landscape Committee (5)		Landscape Chair	10		no	Actively participate in a committee that designs and executes a landscape plan based on budget guidelines. Ideally at least 3 major clean up/mulch days per year (one spring, one in July before champs and one in October. May include mulch, weeding or other items.
Golf Tournament Chair		Volunteer Chair	25		no	Chair the golf tournament scheduled for May 2023. Lead a committee of 5 to do the following: recruit teams, sponsors and raffle prizes. Produce program, hole signs and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!
Golf Tournament Committee		Golf Tournament Chair	15		no	Actively participate in a committee to host the golf tournament in May 2023. The committee will do the following: recruit teams, sponsors, and raffle prizes. Produce program, hole signs, and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!
Golf Tournament Committee		Golf Tournament Chair	15		no	Actively participate in a committee to host the golf tournament in May 2023. The committee will do the following: recruit teams, sponsors, and raffle prizes. Produce program, hole signs, and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!
Golf Tournament Committee		Golf Tournament Chair	15		no	Actively participate in a committee to host the golf tournament in May 2023. The committee will do the following: recruit teams, sponsors, and raffle prizes. Produce program, hole signs, and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!
Golf Tournament Committee		Golf Tournament Chair	15		no	Actively participate in a committee to host the golf tournament in May 2023. The committee will do the following: recruit teams, sponsors, and raffle prizes. Produce program, hole signs, and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!
Golf Tournament Committee		Golf Tournament Chair	15		no	Actively participate in a committee to host the golf tournament in May 2023. The committee will do the following: recruit teams, sponsors, and raffle prizes. Produce program, hole signs, and banner with sponsor logos. Coordinate with the golf course for menu and on-course games. On the day of the event, coordinate volunteers as necessary. Ideas and templates from past events will be shared or you can be creative and come up with your own!