

Orca Swim Team Volunteer Position Descriptions

Below are descriptions of the different volunteer positions that need to be filled in order to successfully and smoothly run the home swim meets. Additionally, there are descriptions of other volunteer positions that are needed to be filled at invitational swim meets and championships. Most positions require no training. Please review the descriptions below to determine what jobs you would like to sign up for when the Sign Up Genius is published in the near future. Each family is asked to sign up for 4 positions throughout the season. If you do not sign up for jobs within the first 2 weeks of the SUG being published, your family will be assigned positions. At the bottom of the list are recommendations for volunteer positions based on the age of your swimmer/children.

Coaches Helper: This person helps the coaches find and organize the 8U and 6U swimmers before their races. They will help to line them up and get them to their starting positions. 6 are needed at each meet (including away meets); 3 for girls and 3 for boys.

Home Meet Setup: Normally, the team will arrive for a home meet at 4:45. Set up crew arrives at 4:15 to set up tables, tents, timer chairs, audio equipment, snack bar area, etc. Need 4 people. Coaches and BOD members will be there also to assist with set up.

Timers: Record the times of the swimmers. NO EXPERIENCE NECESSARY! You will have the best seat in the house. This is a great job for parents with older children (9+ years old). 13 people are needed each meet.

Announcer: No experience necessary but you will have to speak into a microphone! This person sits on the east side of the pool, announces the events, reminds people to visit the snack bar and plays music.

Computer/Dolphin Operator: Records the times for the swimmers after each event. There are usually 2 people that work at this job. On the job training is provided.

Hospitality: This person checks with the timers/officials/coaches (both teams) every thirty minutes to see if they need food or drink; providing it from the snack bar as needed. One person needed each meet.

Meet Marshall: This person is responsible for general housekeeping of the pool, restrooms, and surrounding areas; making sure they are tidy and safe. Checks on all trash/recycles every thirty minutes and empties as needed. Will take all trash bags to the dumpster at the end of the meet. One person is needed.

Parking: This person holds signs in the parking lot to assist our visitors in parking correctly. The time commitment is from 4:45-6PM. Two people needed.

Ribbons: Attach labels to ribbons and file them in family files. Need 2 people.

Snack Bar: Snack bar responsibilities are broken into 2 shifts; 4:30-6:30 and 6:30-9ish. 3 people are needed for each shift. There may be some cooking on the grill depending on the menu for the evening but for the most part you are selling heat sheets, dishing up nachos, serving drinks and taking money. If you have an older swimmer, please volunteer for the late shift because you will be there until the end of the meet anyway.

Tear down: 4 people are needed to break down everything after the meet which includes putting away tables, chairs, timing equipment, tents, etc.

Runners: The runners collect time sheets from the timers and take them to the computer operator. If you want to log some steps on your fit bit, sign up for this job! 2 people needed each meet.

Stroke and Turn Official: Training is required and provided. These volunteers will review the swimmer's strokes during the competition to make sure that they are executing them correctly. **TRAINING IS SCHEDULED FOR SATURDAY, MAY 12, 2018 FROM 9-12 AT UDALL PARK SENIOR CENTER.** If you are unable to make the training session, on the job training is available during the meets.

Meet Starter: Training or past experience required. Need to be familiar with swimming and the running of swim meets. If interested, please contact a BOD member.

Meet Referee: Training or past experience required. Need to be familiar with swimming and the running of swim meets. . If interested, please contact a BOD member.

Other jobs that require volunteers during the season:

Tent Transportation: There are 4 meets that take place at Amphitheater high school during the season. Three are Saturday invitationals (June 15, 22, 29) and the fourth is Championships on July 11-12. For each of these meets, tents need to be picked up at the pool the day before (at practice), transported to the Amphitheater pool and returned to the Orca pool (night of banquet). Arrival time at the Amphi pool is around 5:45am so this job is best done by a parent with an older swimmer (not a 6U). The person also needs to stay until the end of the meet. Having a truck or large SUV is optimal but you can usually get all the tents in the back of a minivan.

Don Baker Invitational Volunteers: This is a meet hosted by our team in June and is a fundraiser. If you have a less experienced swimmer, aged 4-18, you may be attending this meet. (The coaching staff will let you know at the beginning of June which invitational meet your swimmer will attend.) At this meet we need volunteers for the following jobs as well as some of the jobs described above:

- Heat awards: hands out small award to the winner of each heat
- Program sales: Sells heat sheets at the beginning of the meet. Must arrive when gates open around 6:30am
- Lane judge: sits under admin tent and writes down the order of finish of each heat
- Clerk of Course: Lines up the 8U swimmers in each heat prior to their events. (teachers are usually very comfortable with this job ☺)

The following jobs are recommended for families with **YOUNGER** swimmers/children as they require minimal time away from your child(ren) OR your child(ren) can be with you while performing these activities:

- Coaches helper
- Home meet set up
- Hospitality
- Meet Marshall
- Parking
- Ribbons
- Snack Bar

Parents of **OLDER** swimmers, please consider volunteering first for Timing, announcing, and tear down.