



5K COURSE VOLUNTEER REQUIREMENTS

Title – Start and Finish line workers - Depends on race size and physical layout whether this will be manned.

Job Duties – Move runners/walkers to the start line. Help keep strollers and dogs at the rear of the pack.

Skills – Loud clear voice, outgoing personality. No lifting. Able to walk and stand for about a 3 hour shift.

Supervisor – Start Line - Race Director Finish Line – Timing Team Leader

Title – Split Timers - needed 3

Job Duties – Call out times to runners as they reach mile marks.

Skills – Loud clear voice, No lifting. Able to walk and stand for a 1 to 1.5 hour shift.

Title – Water Stop Workers – needed 3-6, Depends on # of participants

Worksite – To be named

Job Duties – Fill water cups, hand water to runners, pick up trash.

Skills – Able to walk and stand for a 2 hour a.m. shift. Someone may have to lift 40 lb. water jugs. Depends on how you receive water, Jugs, bottles, hose ...

Check in location – Waterstop location

Supervisor – Water Stop Captain

Title – Course Workers – needed 6-20, Depends on course

Worksite – Stationed along 5k course at corners.

Job Duties- Direct runners and walkers keeping them on course using voice and hand signals.

Skills – Loud clear voice, outgoing personality. No lifting. Able to walk and stand for a 2 hour a.m. shift.

Supervisor - Race Director

VOLUNTEER CHECK IN REQUIREMENTS

Title: Cashier – needed 1-3

Job Duties:

Collect Money from race day registrants, Make change if needed.

Make sure that registration form is filled out completely and correctly.

Title: Race Packet Distributor needed 2-8

Job Duties:

Those working pre-registration will hand out the previously prepared packet that belongs to that participant.

Those working race day registration will hand out the packets based on T-shirt size.

Mark name on sheet to show that packet has been picked up.

Direct problems to the Trouble Desk if manned.

Solve registration problems if trouble desk is not manned.

Supervisor - Registration Captain

Title: Trouble Desk - needed 0-1

Job Duties:

Make the decision on how to handle those who say that they have sent in their registration but it has not been received.

List any changes in participant information due to typos during data entry.

Change event that person wishes to participate in.

Make decisions on other issues that may appear.

Race less than 200, let registration workers handle it

Title: Packet stuffer - needed 2-6

Job Duties:

Place all donated goodies and T-shirt in bags for runners.

Put pre-registered participants on bags.

Supervisor - Race Director or Registration Captain

VOLUNTEER REFRESHMENTS REQUIREMENTS

Title: Refreshment distributor – needed 2-4

Job Duties:

Set up and restock refreshments. Cut up fruit, mix Gatorade.

Clean up area after race

Skills - Some lifting required, 5 gallon water jugs, boxes of fruit, garbage bags. Able to walk and stand for a 2.5 hour a.m. shift.

*To reduce the volunteer count, assign volunteers multiple tasks. Possibly the race packet distributors could man the refreshments.