



Jackrabbit & Youth Olympics
Sunday February 22, 2015
Volunteer Job Descriptions

Registration

Duties:

- Help with same day registrations
- Create signage to tell people where to go
- Give out registration packages
- Prepare race lists for each category
- Coordinate bib numbers and hand out bibs
- Arrange for float
- Ensure paper registrations are printed and available on event day
- Pull registration list from Zone 4 and create excel spread sheet

Stadium Announcer / Disc Jockey

Duties:

- Pick up system from the city
- Set up / take down

Photographer

Duties:

- Take pictures at event
- Organize and coordinate down load of pictures back to the club
- Upload to website

Pickup Parking Signs and Pylons from City

Duties:

- Friday afternoon pick up parking signs and pylons from public works building
- Drop off at WREP

CCA Trailer Pick up

Duties:

- Travel to and from trailer storage place
- Drop trailer off at WREP
- Return trailer post event

Stadium and Race Course Initial Setup

Duties:

- Set up flags
- Set up race course markers
- Set up fencing
- Set up ski rack
- Put out parking signs

Stadium and Race Course Final Setup

Duties:

- Ensure final details for race course are arranged

Stadium and Race Course Take Down

Duties:

- Use sleds to gather all trail markers and return to CCA trailer
- Take down flags
- Take down fencing

Start Line / Finish Line

Duties:

- Organize racers in Mass start according to registration list
- Ensure kids are in appropriate starting line
- Check bibs
- Gather bibs at end of race
- Generate finish list for awards coordinator

Course Marshals

Duties:

- Stand along course and encourage racers
- Ensure racers are following appropriate race course

Kitchen

Duties:

- Set up eating stations upstairs and downstairs
- Food prep as required
- Coordinate food service
- Make coffee, tea, hot chocolate and juice
- Clean up both stations post event
- Drop off sponsorship letter and order buns and pick up from Coop
- Drop off sponsorship letter at Safeway-arrange veggie / fruit tray with donation
- Basic grocery shopping
- Supply check
- Calling club members to fill food sign up

Fun Events

Duties:

- Set up designated station according to plan from coordinator
- Monitor station through games portion of event
- Clean up and return equipment to storage room in basement
- Create and print passport
- Purchase supplies / equipment for games
- Change and make signs of stations

Awards

Duties:

- Set up podium
- Hang sponsorship flag
- Lay out awards

Promotions

Duties:

- Drop off / email sponsorship letters
- Pick up prize donations
- Prepare reminder note to circulate to JR Parents about event