



Jackrabbit & Youth Olympics

Sunday February 28, 2016

Volunteer Job Descriptions

Registration Coordinator

Friday or Saturday prior to race day:

- Pull registration list from Zone 4 (after close of registration) and create excel spread sheet
- Prepare race lists for each category
- Print 15 copies of race lists with bib numbers and circulate to course marshals, start line coordinator, finish line attendants
- Coordinate bib numbers with race list

Sunday:

- Create signage to tell people where to go
- Support helpers with registration

Registration Helpers

Sunday only

- Give out registration packages
- Hand out bibs

Registration Bags

- Gather small donations to include in registration package (buffs, t-shirts, movie passes, DQ gift certificates have been included in the past)
- Bring approximately 100 to chalet on race day

Photographer

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

Stadium Announcer / Disc Jockey

- Pick up system from the Dow Centennial Centre on the Friday afternoon before race day and return to the Dow Centennial Centre on Monday morning
- Set up / take down system
- With support from Chief of Event and Chief of Race announce start times and call for age group mass start with 10 and 5 minute warnings
- Create playlist of appropriate high energy songs for between announcements

Design and Print Race Maps

- Coordinate with Chief of Race with regards to distances and layout of race courses for each category
- Use computer software to design race course map using existing template
- Print 5 copies of each map
- Post in chalet on race day (by 11:30am)

Design and Print Sponsorship Banners

- Working with Chief of Event gather logo from sponsorship organizations
- Using computer software create banner using existing template
- Make arrangements for printing at least 3 copies
- Post in chalet by 11:30 am on race day

Pickup Parking Signs and Pylons from City

- Friday afternoon pick up parking signs and pylons from public works building (between 3-4pm)
- Sunday AM-Set out no parking signs along roadway up River Valley Rd from chalet

CCA Trailer Pickup

- Coordinate with Chief of Event pick up of trailer at Dan and Brenda Carson's in Galloway Park.
- Drop trailer off at WREP no later than noon on Saturday
- Return trailer post event

Stadium and Race Course Initial Setup

- Set up flags
- Set up race course markers as per course maps
- Set up fencing
- Ensure final details for race course are arranged

Stadium and Race Course Take Down

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

Start Line / Finish Line Coordinator

- Get race lists with bib numbers from registration coordinator
- Coordinate mass start according to age groups based on start lists
- Ensure process of start group and next up group is standing by to avoid delays

Start Line Helpers

- Organize racers in Mass start according to registration list
- Ensure kids are in appropriate starting line
- Check bibs

Finish Line Helpers

- Generate finish list for awards coordinator
- Gather bibs at end of race
- Hand out finish line prizes

Finish Line Prizes

- Plan and implement small prize for kids to collect at the finish line as reward for their hard work (cookie medals, zipper pulls, chocolate coin medals).
- Gather/purchase required supplies and submit receipt to coordinator for payment

Course Marshal Coordinator

- Gather race list for each marshal from registration coordinator and place on clip board with pencil
- Meet with Marshals 30 minutes prior to race start to coordinate placing on course

Course Marshals

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

Kitchen Coordinator

- Check current supplies and make arrangements to purchase more if required
- Basic grocery shopping (margarine, coffee creamer, juice crystals)
- Deliver sponsorship letters to Coop and Safeway
- Make arrangements for buns and fruit/veggie trays to be picked up on Sun am
- Coordinate food service on day of event
- Call club members to fill food sign up as required

Kitchen Helpers

- Set up eating stations upstairs and downstairs
- Food prep as required
- Make coffee, tea, hot chocolate and juice
- Clean up both stations post event

Fun Events Coordinator

- Plan 10 Olympic style activities for the games portion of the event
- Purchase supplies / equipment needed for games
- Change and make signs for stations
- Coordinate with Chief of Event to update passport
- Gather all needed supplies/equipment for each event into bins or bags for helpers to carry to games stations. (Fri or Sat)

Fun Events Helpers

- 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

Design and Print Game Passports

- Utilizing template from Event Coordinator, update Fun Games passport and coordinate printing of approximately 100 copies
- Bring to chalet on the day of the event

Awards Coordinator

- Coordinate purchase of required medals (check storage room first)
- Get finish list from finish line helpers
- Set up podium
- Hang sponsorship flag
- Lay out awards
- Work with Mayor to announce and hand out awards
- Take trophy's to Roland's Jewelry for engraving
- Pick up trophy's and return to chalet

Donation/Door Prizes

- Deliver official sponsorship letters to stores, coordinate pick up of donations/door prizes from stores
- Create spreadsheet of donations to be posted in chalet

Fun Events Prizes

- Ensure all children who participate in the fun Olympic events and complete the password get a prize
- Generate ideas for prizes (eg candy bags)
- Seek out possible donations or purchase required supplies