

Volunteer Coordinator

Description:

The Volunteer Coordinator ensures that all volunteer positions are filled the Monday prior to the meet. They send emails out to remind people to sign up for their 4 required volunteer times. They send emails out to remind people that they are signed up for a certain position at the meet.

As volunteers arrive, they use a list to check people in and distribute needed items such as stop watches, clipboards, lane numbers, kid pusher flags and folders. These items should be dropped off at the volunteer table after use.

They host a meeting at 15 minutes before meet start and explain details for timers and place judges for both teams.

Length of time commitment at the meet:

Arrive early to the meet, and stay until the end.