

2011 Season Volunteer | Job Descriptions

One of the following positions fulfills a family's volunteer obligation for the season.

8&Under Line-up Coordinator	Equipment Coordinator	Snack Bar Coordinator
All Stars/Champs Coordinator	Handbook Editor	Swim School Coordinator
Awards Coordinator	Set-up Coordinator	Thunderthon Coordinator
Computer Representative	Shut-down Coordinator	Volunteer Coordinator
Dixie Daycare Escorts	Slide Show Coordinator	Webmaster

- **8&Under Line-up Coordinator:** Supervise and assist Line-up Volunteers; distribute lineup reports and flags.
- **All Stars/Champs Coordinator:** Coordinate volunteers and equipment for meets.
- **Awards Coordinator:** Inventory and purchase meet ribbons and year-end awards
- **Computer Representative:** Update team meet software, enter team roster, advise coaches on meet seeding, exchange seeding info with other teams, print & post heat sheets, print all meet reports for home meets, prints team stats for coaches, etc.
- **Dixie Daycare Escorts:** Escort swimmers to and from Dixie Daycare and swim practice while school is in session. Five escorts are needed – one for each day of the week.
- **Equipment Coordinator:** Maintains all swim team related equipment including (but not limited to) lane lines, starting blocks, Colorado equipment, sound system, tables and chairs.
- **Handbook Editor:** Prepares content and arranges for printing and distribution of handbook to include meet information, roster, calendar of events, advertising, etc.
- **Set-up Coordinator:** Arrives early to supervise and assists Set-up Volunteers. Prior experience as part of set-up crew is required.
- **Shut-down Coordinator:** Stays after meet to supervise and assist Shut-down Volunteers. Prior experience as part of the Shut-down crew is required.
- **Slide Show Coordinator:** Organizes slide show for award's night to commemorate the season's events.
- **Snack Bar Coordinator:** Coordinate all snack bar procedures and activities. Previous experience working snack bar is recommended.
- **Swim School Coordinator:** Assist coaches in coordinating private and group swim lessons.
- **Thunderthon Coordinator:** Coordinate swimathon fundraiser.
- **Volunteer Coordinator:** Monitor volunteer assignments throughout season. Prepares volunteer assignment sheet and contacts all volunteers with reminders before each meet.
- **Webmaster:** Update meet and event information on web site.