

Volunteer Job Descriptions

Board Members: Board members are expected to attend monthly board meetings and to assist the team in any way possible. All board positions have specific responsibilities attached to them.

Fundraising Chairperson: This person is responsible for spearheading the fundraising efforts for the year in conjunction with and with the approval of the Board of Directors. This can include generating ideas as well as carrying them out. This person should be available to report to the Board of Directors at regularly scheduled board meetings. (10 hours)

Hospitality / Concession Chairperson: This chairperson will coordinate the food and decorations needed for swim meets for both the concession stand and the hospitality room for the officials and coaches. A menu must be set and lists of donations or bought needs given to the Meet director. If we host a two-day meet, supplies must be checked at the end of the session on Saturday to determine what else may be needed for Sunday. The chairperson will be responsible for checking supplies and making sure someone can pick these up. Additionally, this person is responsible to coordinate the volunteers who work these stations (the volunteers will have signed up online ahead of time). (10 hours)

Team Party Chairperson: This person will need to plan the social events for the year. This includes the Fall Kick-off and Spring Social, as well as any holiday events. He or she is not responsible for solely carrying out these events, but is responsible to get the volunteers who will. The team social chairperson will work closely with Paulette to schedule dates for the events. (10 hours)

Advertising Chairperson: This person is responsible for getting information to schools, radio, newspaper, etc. to promote Bulldog Aquatics. This may include creating and dispersing informational flyers or brochures, as well as generating and carrying out new ideas to promote the team and increase membership. (10 hours)

Public Relations Chairperson: This position is responsible for promoting the team through the newspaper, radio, etc. He or she should work closely with the advertising chairperson and the team photographer. Stories should be submitted to the paper on a regular basis (after meets or team events). (10 hours)

Team Photographer: This person should regularly attend meets and team events to capture photos that can be used for newspaper stories, advertisements, and a slide show to be used at the spring banquet. (10 hours)

Team Videographer: The main purpose for this position is to periodically videotape swimmers during practice so that they can see their form and use that information to improve. Some editing experience would be helpful. (10 hours)

Home Meet Director: This person is responsible to handle the organization and running of a home meet. He or she will work closely with Paulette to determine dates and events, be sure the meet is sanctioned, prepare and send out invitations and information, coordinate officials, etc. It is a big job and one that must be done well. However, templates and guidelines are in place for guidance. (15 hours)

Swim-a-thon Chairperson: The person who coordinates the swim-a-thon will be responsible to coordinate all aspects of the event, including ordering packets, sending home packets, organizing the food, ordering special treats for the swimmers, securing lap counters and people to receive the pledges, etc. He or she must also follow-up afterwards to be sure pledges are returned and to be sure funds are counted and turned in to the treasurer. (15 hours)

Spring Banquet Chairperson: This position requires determining all aspects of a banquet: time, location, menu, attendees, decorations, program, awards, etc. The chairperson should secure volunteers (who can sign up on the website) to assist in the various aspects. (15 hours)

Team Store Chairperson: Once a month, the team would like to have a team store open at the pool (during one week for two or three days). The chairperson is responsible to be sure items are purchased, inventoried, set out for purchase, and that someone is present to run the store at various shifts. (15 hours)

Newsletter Editor: If you are good with computers and layout, this position is for you. There is no need to write the stories. The editor will be responsible to put the stories into the computer program, arrange them, edit them, and publish the newsletter. Paulette has a program that can be used. (15 hours)

Meet Volunteer Descriptions

All positions are for home meets only unless noted otherwise. Most positions are credited with two hours per session (morning or afternoon).

Head Timer: Start extra stopwatches as a backup for the timers. This is a fairly easy job but you must pay attention at all times to the timers and will be on your feet the entire time.

Timers: This is a very easy job and you can be trained in less than a minute! You get to watch the races from a one of the best seats in the house! You will sit behind the lane and time the swim with a stopwatch. (Home or away meets.)

Hospitality: Serve food for coaches and officials. The hospitality room will be set up just for coaches and officials – no children are allowed. The room will need to be decorated a little. The workers will make sure adequate food and drinks are put out at all times, coffee is started and maintained, etc. In addition to the chairperson, we need at least one adult to stay in the room at all times.

Hospitality Cart: Take drinks to timers & officials. We'll have coolers set up by each group of timers and officials. The person in charge of the hospitality cart will need to fill these with ice and water before the start of the meet and refill a couple of times each session as needed. The person will also need to carry a basket of "goodies" around approximately once an hour to the officials and timers.

Sell Heat Sheets/Meet Shirts: We will have a table set up to sell heat sheets/T-Shirts for the meet. This is a very hectic job for about the first 2 hours of both sessions on Saturday.

Concessions: Help sell food/drinks to raise money for the team. This table is set up on the pool deck. Someone may need to make food runs for pizza, etc. throughout the day.

Runners: Collect cards from the timers & DQ slips from the officials & take to computer person. You will be on your feet a lot!

Running Meet Results Computer: This requires entering results of each race into a computer program.

Post Results /Awards: A really easy job - Take the printed results from each race and tape them up at a pre-determined site. The swimmers and parents (and coaches!) are always anxious to see the results so you must be available throughout your assigned time to post these as soon as they are printed. You will need to stay close to the data entry computer table. This position will include Awards. This, too, is an easy job - Put labels on ribbons/medals at the meet.

PA Announcers: We need one person per session to make announcements.

Compile Heat Sheets – week before the meet: Put together the heat sheets and ads to get them ready to be printed. This will have to be done sometime between Tuesday and Thursday of meet week.

Print Heat Sheets – 1-2 days before the meet: Take the heat sheet master copy to a print shop (shop to be determined) and have copies printed. This can take one full day so you would need to drop them off early in the day and pick them up at the end of the afternoon. This will be done on Wednesday or Thursday before the meet.

Meet Set Up: We will need many able bodies to get the meet set up. We will be moving tables and chairs to the pool deck area, setting up concessions, hospitality room, timing chairs, coolers, tents, unloading our Sam's run, hanging signs and so much more. We typically do set up from about 4-7 pm Friday night.

Meet Break Down: Basically, reverse meet set up. We all want to go home at the end of a meet! The more help the better. Help is especially needed in cleaning up concessions and hospitality areas, as well as returning tables and chairs to the appropriate locations. We must leave the pool in the same condition as we started. It is amazing how fast break down goes when we have enough hands.

Officiating for meet sessions: You need to have been trained for this position. See Paulette for information. (Home or Away meets)

Other Opportunities

Help with Fall Kick-Off Celebration: This may include purchasing, providing, or preparing food, setting up facility, cleaning up facility, planning entertainment, etc. Report to Team Party Chairperson.

Team Sales Booth Worker: Oversee the team store table for one shift when it is open. Involves handling merchandise and money.

Swim-a-thon Volunteer: Work in one of the necessary positions: lap counter, hospitality table, pledge counter, etc.

Spring Banquet Volunteer: Assist the Chairperson in various aspects of the spring banquet (see chairperson description).

Parade Chaperone: If the team hosts a parade float at one of the parades, we will need both riders and walkers to chaperone.

Away Meet Team Assistant / Coordinator: There is a need at away meets to have parents to assist the coaches by being sure swimmers have events marked on their arms and arrive to their races on time. See Paulette for more details.