

Volunteer Job Descriptions

Swim meets require A LOT of people to work. We rely on you as parent volunteers to make this happen!

Set-up:

- Get your hours out of the way before the meet even begins and leave yourself free to enjoy the racing! Meet 2 hours prior to the meet start time (this will be confirmed) to help move things around and get the club in shape for hosting a competition.

Timer:

- Timers stand at the end of the lane and work the timing equipment in groups of four. Shifts are either first or second half of the meet – roughly 5:45 pm to 7:30 pm and 7:30 pm to 9:15 pm. There will be a Timer's meeting approximately 20 minutes before competition. Timing a great way to meet other parents, get to know kids, and cheer on all our little frogs.

8U Wrangler:

- Help our wonderful coaches make sure that the 8U swimmers are present and in the proper place for their races and relays. Parents work the whole meet, but are “on duty” only for the 8U events. Parents arrive at the entrance of the staging area approximately 8 events prior to the 8U events. They have a heat sheet, gather the little kids, and make sure they are organized and calm before entering the staging area. This is especially important for relays where there will be a large amount of small children needing to be organized. This job is for all the meets – not just home meets! A great job for parents of younger kids who are there anyway and want to get to know who their children are swimming with.

Clerk of Course/Staging:

- Organize and manage swimmers in the staging area and make sure the meet runs on time. Volunteers verify all swimmers and help organize swimmers into their proper lanes for their starts. Another great way to get to know kids and cheer the team on from behind the blocks. This job may be split into first and second half shifts - roughly 5:45 pm to 7:30 pm and 7:30 pm to 9:15 pm.

Concessions:

- Help sell and serve pizza and other treats. Shifts are either first half or second half of the meet - roughly 5:45 pm to 7:30 pm and 7:30 pm to 9:15 pm. A fun way to get to know other moms and dads. Teens 12 and up are OK to help with prior approval. Concession signups will come in a separate email from general swim meet signups

Meet Manager/Computer System:

- Use your computer and systems skills to run Klahaya's automated timing system. Help keep accurate score and certify results. Training is provided. A great way to learn the inner workings of competitive swim.

Stroke and Turn

- Watch swimmers to make sure they are performing the strokes legally. Shifts are either first or second half of the meet - roughly 5:45 pm to 7:30 pm and 7:30 pm to 9:15 pm. Judges

receive training on proper technique and legality of strokes. Please watch for announcement of training opportunity if interested.

Ribbon Table:

- Ribbon table staffers take the computer time reports, generate ribbons, organize ribbons and hand them out to participants. Another great way to get to know other parents and kids.

Tear Down:

- Can't get home early in Seattle traffic? Help take down equipment, concessions, and move benches to get our club back in its beautiful shape! Shift is immediately after the meet ends until about 10:15 pm

Concessions Job Descriptions

COFFEE ORDERER & DELIVERER: Order 2 Joe to Go several days prior to the meet - one decaf, one regular from local SBX; pick up on meet day, pay for it, deliver to club by 5pm, and get reimbursed from Club Treasurer.

ICE PURCHASER & DELIVERER: Purchase 25 bags of ice for the concessions stand. Save and turn in your receipt to the KLA Treasurer for quick reimbursement (place receipt in mailbox in club office). Please deliver to the club by 3:30pm on meet day. Place bags of ice in the KLA garage freezer, located next to vending machine on East upper pool deck.

CONCESSIONS LEAD: This job is critical to the overall success of the Concessions part of the swim meet. Pop-in/pop-out job throughout the course of the meet day. Show up at 3:30 to help with set-up, check in with Concessions volunteers throughout meet and ensure these tasks are completed: Place tub of licorice and bag of peanut M&M'S/gummy bears (labeled in concessions shed 'for volunteers - place at scoring table') at table where computer volunteers are at start of meet // Regularly offer bottled water to meet volunteers // Let coaches know there is food for them in the baby pool area // Fill in if a concessions volunteer needs to watch their child swim, or use the restroom // Re-stock food when supply runs low // Replenish drinks in coolers as needed // Keep things tidy under the gazebo

SET UP CONCESSIONS STAND: All instructions for set-up are located in a dark green folder in the Concessions Shed. If you are the first to arrive, please get the shed keys from an office staff person, go unlock the shed, then find the CONCESSIONS folder and start set-up!

SUPPLY HEALTHY SNACKS: Bring 2 dozen, pre-packaged store-bought HEALTHY snacks to sell at the swim meet. Some examples: bagged fruit, string cheese, nut/fruit snacks, baby carrots w/ hummus. Deliver the items to the Club by 5 p.m. on the day of the swim meet. This satisfies 1hr of required service hours for the club. **Unfortunately we can no longer sell items that are not store-bought, and not pre-packaged. Thank you for your understanding.**

PIZZA SERVER: Help serve PIZZA in the concession stand during the swim meet! This satisfies 1.5 hrs of volunteer service time. Teenagers are welcome to volunteer!

CONCESSIONS CASHIER: Help out in the concession stand during the meet by being a cashier! This satisfies 1.5 hrs of volunteer service time.

CLEAN UP CONCESSIONS: Help clean up concessions after the swim meet. This satisfies 1 hr of volunteer service time. Clean up instructions are located in the green Concessions INFO binder.

POST-MEET INVENTORY: Take some of the load off the Concessions chairperson and help with this post-meet task. Take INVENTORY of concessions DRINKS/CANDY/PACKAGED SNACK items remaining within two days after meet so we know how much to order for the next home meet. Concessions chairperson will provide you with a master list and instructions.