

2025 Donaldson Run Swim Team Volunteer Job Descriptions

SINGLE-SHIFT JOBS DURING MEETS – 1 point per shift

These roles last a few hours during B meets (Monday evenings) or A meets (Saturday mornings). The **blue** jobs require no prior experience – we can show you what to do on the spot and you'll be ready to go. Jobs listed in **red** do require some prior experience – please reach out to the Volunteer Coordinators if you are interested and we will help with shadowing and training opportunities.

- **Card sorter:** Receives time cards from the chief timer and disqualification (DQ) slips from the referee and sorts them before passing them to the runner. At home meets, our card sorter sits on deck with a prime view of the action.
- **Clerk of Course:** Organizes and seats swimmers in the pre-swim staging area. At A meets, the meet sheet is set by coaches and provided to clerks before the start of the meet. B meet clerks have a more active role, including sorting swimmers into heats and consolidating heats where possible to expedite the meet. Anyone good at herding cats can sign up to clerk, but we will assign a **Head Clerk** for each meet so you'll always be working with an experienced leader. (Please reach out to the Volunteer Coordinators if you are interested in being trained as a Head Clerk.)
- **Data table worker:** Table workers receive time cards and DQ slips from a runner and enter them into a database. Several people from each team check and re-check the entries to ensure errors are caught before the results are announced. This is a quieter role that does not require managing swimmers or getting splashed.
- **Hospitality:** Provides water and checks for additional needs from officials, coaches, lifeguards, and timers during the meet. Home meets only.
- **Marshal:** Remain in a specified area throughout a meet to maintain order and safety. Marshals ensure swimmers and spectators are quiet for the start, prevent competitors or spectators from crowding the course, and preserve the officials' view of the finish. You will be on deck, probably with a great view, but you will need to be comfortable shushing and redirecting wayward swimmers.
- **Runner:** After time cards and DQ slips are organized by a card sorter, a runner is responsible for getting them to the data table. This requires someone who can move quickly, handle lots of stairs (for our home meets) and keep the pace of the meet on schedule. At B meets, runners may also run time cards from those swimming 25M events to timers at the other end of the pool.
- **Timer:** Generally, there are 3 timers per lane (a mix of home/visiting team volunteers). After each race, one timer writes the times on the time card, one puts the official time on the lane's time display board, and one confirms the swimmer's name. This is a fun, social job that will help a long meet go by quickly (but do expect wet feet!).
- **Announcer:** Emcees the day's events over the PA system.
- **Chief Timer:** Responsible for preparing the stopwatches, assigning lanes, and conducting a timers' briefing prior to the start of the meet. The Chief Timer also runs back up stopwatches and collects time cards to pass to the card sorter.
- **Official:** Trained volunteers that serve as either the referee, starter or stroke & turn judges during a meet.

SINGLE-SHIFT JOBS OUTSIDE OF MEETS – 1 point per shift

These roles offer date/time flexibility and last a few hours. No experience required!

- **Friday pancake worker:** volunteers cook and serve the very popular pancake breakfast during Friday morning practices. Step-by-step instructions are provided and a parent coordinator is on-site to supervise.
- **Photo day team:** corral kids and otherwise support the photographer and on-site parent coordinator.
- **Social event worker:** there are multiple opportunities to set up, supervise, or clean up at team-wide activities including the ice cream social, cake bake-off, girls' beading party, boys' laser tag, progressive dinner, Thundersquad/Prep year-end parties and team banquet.

MORE INVOLVED JOBS – 2+ points

Many of these roles are currently filled by experienced volunteers, but please let the Volunteer Coordinators know where your interests are and we can talk about shadowing or training opportunities.

- **A meet lunch coordinator:** arrange lunch following Saturday meets – at local restaurants or in the picnic area at DR. Reserve restaurants (we have a list), finalize menu and price, and communicate payment details to A meet families.
- **Age group social host:** host an age group social event at your home or other fun location. Up to 2 co-hosts can earn points per event. (groups are boys & girls 6U, 7-8, 9-10, 11-12, 13-14)
- **Awards coordinator:** work with coaches at the end of the season to order medals and other awards to present at the team banquet.
- **Banquet coordinator:** work with Team Reps, Volunteer Coordinators, and coaches to organize the Thunderbolt celebration at St. Agnes at the end of the season.
- **Bulletin board coordinator:** work with Team Reps, coaches, and the Data Coordinator to keep the swim team bulletin board updated and useful.
- **Data table coordinator:** lead the data table at meets and serve as the overall data guru and keeper of the time ladder for the team, print ribbon labels and otherwise work with the ribbons coordinator.
- **Jolyn trunk show coordinator:** work with our regional Jolyn rep on all aspects of the trunk show to sell these popular swimsuits. The trunk show is usually held at the pool during a morning practice.
- **Merchandise coordinator:** design team t-shirts, swim caps, and other gear. Manage the ordering, distribution, and sales of DR merchandise.
- **Newsletter coordinator:** work with coaches to produce a weekly team newsletter highlighting swimmers of the week, team events, and other features.
- **Pancake coordinator:** responsible for maintaining all pancake-related supplies and managing the Friday breakfasts.
- **Photo day coordinator:** work with Briar Creek Photography and parent volunteers to achieve team photo day perfection.

- **Ribbons coordinator:** Responsible for placing labels with swimmers' names and finish times on the backs of ribbons after each meet. Ribbons are awarded to each swimmer for participation, personal records (PRs), and placement.
- **Senior recognition coordinator:** work with coaches and senior families to ensure that our graduating swimmers get the send-off they deserve at the senior meet and other events.
- **Slideshow producer:** work with coaches and the team photographer to create a slideshow for the end of season banquet.
- **Team photographer:** take candid photos at swim meets and other events, to be uploaded to a share site for parents and used for the end-of-season slideshow.
- **Thundersquad/Prep last-practice party coordinator:** work with coaches and the Volunteer Coordinators to give our youngest swimmers a party of their own on the final morning of practice.

MULTI-YEAR POSITIONS

- **Team Representative:** the big Kahuna. These dedicated parents do pretty much everything except coach the team for a two-year stint. Please let the current Team Reps know if you would like to be considered for this role in the future!
- **Volunteer coordinator:** work with the Team Reps to ensure all volunteer roles are filled, volunteers are trained, and all families meet their volunteer points requirement. Please let the current Volunteer Coordinators know if you would like to be considered for this role in the future!