

Volunteer Coordinators & Board Members | Job Descriptions

One of the following positions fulfills a family's minimum requirement for volunteering (6 positions).

Coordinators

All Stars
Auction
Awards/Ribbons
Big Event
Championships
Computer Rep
Desk
Dixie Daycare
Equipment
Line-up 8 & Unders
Set-up Crew
Shut-down Crew
Slide Show
Snack Bar

Social Events
Volunteer
Webmaster

Swim Team Board

President
Vice President
Treasurer
Secretary
MSL Representative
Meet Director
Fundraising Director
Marketing Director
Members-at-large

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Coordinators

- **All Stars:** Assigns volunteers and gets equipment for meet. Organizes party.
- **Auction:** Coordinates auction event details to include soliciting donations, creating an auction booklet, setting up at the event and post-event wrap up.
- **Awards/Ribbons:** Before each meet, the Ribbon Coordinator contacts & trains ribbon workers. After first home meet, inventories supply of ribbons and orders new ones.
- **Big Event:** Coordinate event including: food, entertainment, invitations, set-up and clean-up.
- **Championships:** Assigns volunteers and gets equipment for meet.
- **Computer Rep:** 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.
- **Desk:** Supervises desk area and arranges for training of volunteers (Colorado, Computer, Timesheet Processor and Auditor). Purchases supplies for desk & timers. Keeps track of pool and team records. Keeps track of stop watches and contacts Head Timers before meets.

- **Dixie Daycare:** Volunteers will coordinate a schedule for escorting children to and from Dixie Daycare and swim practice at LVCC during school (through June 16).
- **Equipment:** Maintains all swim team related equipment including (but not limited to) lane lines, starting blocks, Colorado equipment, sound system, tables and chairs. Recommends to Board of Directors when new equipment or repairs to existing equipment are needed. Has a workday with Set-up and Shut-down Coordinators to clean out swim team storage closet before first meet to assess equipment needs and storage issues.
- **Line-up 8 & Under:** Before each meet, contacts lineup workers. Attends all meets to train lineup workers, creates lineup reports and distributes flags.
- **Set-up Crew:** Contacts Set-up Volunteers the day before each meet to confirm position, oversees set-up at all home meets, and works with Shut-down Coordinator to deal with storage issues. Must arrive at pool early for home meets to set-up. Has a workday with Equipment Coordinator to clean out swim team storage closet before first meet to assess equipment needs and storage issues.
- **Shut-down Crew:** Contacts Shut-down Volunteers the day before each meet to confirm position, oversees shut-down at all home meets, this includes tear down of Colorado System. Works with Set-up Coordinator to deal with storage issues. It is best if you have an older swimmer or one that swims in later events. Has a workday with Equipment Coordinator to clean out swim team storage closet before first meet to assess equipment needs and storage issues.
- **Slide Show:** Organizes slide show commemorating the season's events.
- **Snack Bar:** Coordinators work each home supervising all snack bar activities. Coordinators order certain food purchases before each meet; restock inventory as needed and are in charge of the cash box. Coordinators contact all snack bar workers prior to each meet. Previous experience working snack bar is recommended.
- **Social Events:** Helps arrange for team social events. Supports social event coordinators. Coordinates social events for which there is no special coordinator.
- **Volunteer:** Throughout the season, implements MSwim program to monitor volunteer assignments. Contacts all Coordinators before each meet. Assigns on-call workers to other coordinators as needed. Coordinates Volunteer Checkers at each meet to report volunteer assignments are met.
- **Webmaster:** Update meet and event information on web site throughout season.