



2009 Sea Serpent Volunteer Opportunities

- **Each Parent** must sign up for **4 shifts**. One meet counts as 1 shift unless otherwise noted.
- **"Home Meet Only"** jobs require volunteers to be available for **every** home meet.
- **All volunteers work during Time Trials & Champs.**
 - Time Trials do not count as a shift. This is a necessary training meet for all.
 - Champs do not count as a shift. Volunteer jobs for Champs are assigned in July.

Jobs During Swim Meets

Announcer - Announces events and swimmers. (2/meet)	Home Meets Only
Apparel Worker - Works at apparel table during home meets selling Sea Serpent logo wear. (4/meet)	Home Meets Only
Breakdown Worker - Helps Club staff break down, clean up after meet. (3/meet)	Home Meets Only
Colorado System Operator - Training provided prior to Time Trials.	Home Meets Only
Computer Worker - Training provided prior to Time Trials. - Enters times into computer, generates ribbon labels. (2/meet)	Home Meets Only
Deck Monitors & Locker Room Chaperones - Helps keep deck & locker rooms organized & supervised. (2/meet)	Home Meets Only
Desk Worker - Checks scores, identifies DQ's at desk poolside. (4/meet)	Home Meets Only
Parking Lot Attendant - Directs cars for parking before meet. (3/meet)	Home Meets Only
Referee - MSL training required. - Stands on deck beside Starter, judges false starts. (2/meet)	
Ribbon Worker - Works desk poolside, labels ribbons, sorts by team/swimmer. (4/meet)	Home Meets Only
Runner - Delivers recorded times to swim desk, posts results. (3/meet)	Home Meets Only
Set-Up Worker - Helps set up equipment & seating at 7:00 a.m. (3/meet)	Home Meets Only
Snack Bar BBQ Chef - Cooks hot dogs, chicken and hamburgers. (2/meet)	Home Meets Only
Snack Bar Worker - Scheduled in 2-3 shifts; sells and serves food plus set up and clean up. Must sign up for 4 shifts.	Home Meets Only
Starter - Calls swimmers to the blocks, starts the races. (2/meet)	Home Meets Only
Stroke & Turn Judge/Relay Take Off Judge - MSL training required. - Judges legal strokes and turns, writes DQ slips. Competitive swimming background helpful. (2-4/meet)	
Timer - Works poolside, uses stopwatch to time event, writes down times. Sign up for 4 shifts - a.m. and p.m. shifts (9/shift; 18/meet).	Home and Away Meets
8 & Under Line Up - Helps round up 8 & Under swimmers for their events. Stays at lane to assist getting them to the blocks for their race. (6/meet)	Home and Away Meets
8 & Under Tent - Brings and sets up 8 & under tent at meets and organizes toys and art supplies to entertain the 8 & Unders. Remains with the tent during meet to help keep the 8 & Unders organized.	Home and Away Meets



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Non Meet Jobs (page 1 of 3)

Apparel Coordinator <ul style="list-style-type: none">- Primary contact to suppliers, place orders for team, maintain inventory, organize & schedule volunteers to sell items during home meets.	Fulfills All Shifts
Awards Banquet Coordinator <ul style="list-style-type: none">- Organizes food, decorations, room set up and clean up.	Fulfills All Shifts
Awards Banquet Workers <ul style="list-style-type: none">- Help with set up and clean up following the awards banquet.	Fulfills 1 Shift
Breakfast Club Coordinator <ul style="list-style-type: none">- Schedules parents to supervise the morning Breakfast Club for morning cereal; stocks milk, etc.	Fulfills All Shifts
Breakfast Club Worker <ul style="list-style-type: none">- Oversees one morning of breakfast club; set up, clean up and ensuring good swimmer behavior. 9:00 - 11:00 a.m. shift.	Fulfills 1/2 Shifts
Bulletin Board Coordinator <ul style="list-style-type: none">- maintains & updates team bulletin board during season.	Fulfills All Shifts
Championship Meet Coordinator <ul style="list-style-type: none">- Maintains swimmer/event roster, recruits volunteers, oversees set up and breakdown.	Fulfills All Shifts
Computer Worker (non-meet) <ul style="list-style-type: none">- Compiles information for roster, manages data for meets and team using EasyMeet and EasyTeam, prints out heat sheets before each meet and posts heat sheets before meet.	Fulfills All Shifts
Computer Worker Post Meet <ul style="list-style-type: none">- Compiles data collected from the meet, posts results on Sunday, and manages data for team results.	Fulfills All Shifts
Costco Shoppers <ul style="list-style-type: none">- Shops for food for snack bar the week prior to home swim meets. Shopping list provided. Shopping for all 4 meets.	Fulfills All Shifts
MSL Representative <ul style="list-style-type: none">- Act as liaison for Scott Valley with the Marin Swim League, attend monthly evening meetings.	Fulfills All Shifts
Meet Coordinator <ul style="list-style-type: none">- Makes reminder calls to various coordinators and all meet volunteers without coordinators regarding meet duties.	Fulfills All Shifts
New Family Representative <ul style="list-style-type: none">- Provide ongoing outreach to new families during the season, be accessible to answer questions and support new families.	Fulfills All Shifts



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Non Meet Jobs (page 2 of 3)

Newsletter Editors - maintains & updates team newsletter, monthly during season.	Fulfills All Shifts
On-Call Volunteers - Available to work as needed during meets, both home & away.	Fulfills 1/2 Shift
Parent Social Coordinator (March) - Book clubhouse before meets begin, organize cocktail party for Parents Only event. This is a Pre-Season Event.	Fulfills All Shifts
Ribbon Coordinator - Order ribbons for home meets for entire season, maintain inventory as season progresses, coordinate ribbon workers for home meets, collect & distribute ribbons from away meets.	Fulfills All Shifts
Snack Bar Coordinator - Oversees snack bar at all home meets, is responsible for set up and working with shoppers, food coordinator and workers.	Fulfills All Shifts
Snack Bar Volunteer Coordinator - Organizes volunteers to work snack bar and makes reminder calls to workers and food donators.	Fulfills All Shifts
Social Events Coordinator - Oversees and supports various Social Event Volunteers listed below.	Fulfills All Shifts
Social Events - Beach Day Volunteer (July) - Make flyer, secure location at Stinson, coordinate families.	Fulfills 2 Shifts
Social Events - Bowling Trip Volunteer (April) - Make flyer, book bowling alley & lanes, coordinate families & lane assignments.	Fulfills 2 Shifts
Social Events - Memorial Day Parade Volunteer (May) - Register Team in parade, organize cars, car decorations, spirit wear, & families day of event.	Fulfills 2 Shifts
Social Events - Movie Night Volunteer (April) - Make flyer, book clubhouse, rent dvd, organize food, schedule volunteers for event and clean up.	Fulfills 2 Shifts
Social Events - Shave Down Volunteer (July) - Organizes activities, food & volunteers for shave down celebration day before Champs.	Fulfills 2 Shifts
Team BBQ Coordinator - Organizes pre-season team BBQ on April 24th.	Fulfills All Shifts
Team BBQ Fun Relay Coordinator - Organizes all family fun relays for team BBQ on April 24th.	Fulfills 2 Shifts
Trophies Coordinator - order trophies, facilitate organization of trophies on day of Awards Banquet.	Fulfills 2 Shifts



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Team Photo Coordinator (June) - Schedules Team Photo Day with photographer, coordinates shoot.	Fulfills 2 Shifts
Team Trip (All Ages) - Water Park Day Trip Coordinator (June) - Organizes and attends bus day trip to water park.	Fulfills All Shifts
Team Trip (13 & Over) - Surf/Camping Overnight Trip Coordinator (June) - Works with Paul to organize trip. Must attend trip as chaperone with 13 & over swimmers.	Fulfills All Shifts
Volunteer Coordinator - Coordinates volunteer sign ups with other committee heads for scheduling. Post schedules, monitors compliance.	Fulfills All Shifts
Volunteer Coordinator Assistant - Prepares name tags for all volunteers working at the meets and distributes them at the meets. Makes note of no-shows.	Fulfills All Shifts
Website Editor - maintains & updates team website during season.	Fulfills All Shifts
8 & Under Line Up Coordinator - Trains & schedules 8 & Under line up crew for all meets during season.	Fulfills All Shifts