

23rd Annual Public Agency Challenge and South Sound YMCA  
2010 Spring 8K & 2 Mile Run/Walk & Kid's Fun Run  
**Volunteer Job Descriptions**

You will be working under the direction of a volunteer team leader.

1. **Agency marketing:** Publicize event and encourage registration with in your agency.
2. **Packet Assembly:** Put race info numbers and t-shirts in packets
3. **Packet Distribution:** Distribute packets to participants
4. **Pre-Race Data Entry:** Enter pre-race entries into database
5. **Set up registration area:** Move tables/chairs, hang signs, put up tents/tarps.
6. **Set up starting line:** Hang banner, place signs, PA system, stage platform.
7. **Set up finish line:** Hang banner, place signs, PA system, place stanchions, chutes, award area decorations.
8. **Set up course:** Chalk and place cones.
9. **Set up aid stations:** Transport and set up tables, chairs, signs, refreshments.
10. **Registration:** Check in and register participants, give out race numbers, t-shirts, handle money.
11. **Crowd control:** Keep people moving in the right direction at registration/starting areas.
12. **Information table:** Answer questions, direct people.
13. **Day of Race/Data Entry:** Enter day-of-race entries into computer onsite.
14. **Finish line crew:** Direct participants, pull race number tags, transfer names to finish boards.
15. **Course monitors:** Stand at strategic points on course and provide directions to participants/motorists.
16. **Course aid stations:** Provide water and assistance to participants.
17. **Refreshments at Capitol Building:** Set up and hand out goodies (water, Gatorade, fruit) for participants.
18. **Medical Assistance:** EMT preferred, first aid trained standby helpers to assist participants.
19. **Awards Organizer and Recorder:** Determine final registration results for Public Agency Challenge and assist with award distribution.
- 20.-23. **Kid's Fun Run:** Helping with any aspect of the Kid's Fun run – from start to finish line, to monitoring, etc
24. **Awards Ceremony:** Assist with award distribution.
25. **Clean up:** Move tables/chairs, remove signs, litter pick up, take down starting line and finish line.
26. **Course take down:** Remove cones, aid stations.
27. **Transportation:** Assist with transporting tables/chairs and race equipment as needed.
28. **ANYTHING!** Indicate time frame you are available

**Thanks for helping to make this a great event!**

23rd Annual Public Agency Challenge and South Sound YMCA  
2010 Spring 8K & 2 Mile Run/Walk & Kid's Fun Run  
**Volunteer Application Form**

Saturday, May 1, 2010 :: Washington Monument Replica Statue :: Olympia, Washington

Directions: Complete this application and return by April 23<sup>rd</sup> to Beth Daniel, Spring Run Volunteer Director, 510 Franklin Street SE, Olympia, WA 98501 or fax to (360) 754-9723.

Name \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Home \_\_\_\_\_

Agency or Affiliation \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail address \_\_\_\_\_

Have you ever assisted with a running event before?  Yes  No

If yes, doing what? \_\_\_\_\_

T-shirt size (adult sizes only)  XXL  XL  L  M  S

**Please circle the volunteer job(s) you are interested in. You may volunteer for more than one job. If you assist with set-up, registration, or cleanup, you can still participate in the run/walk.**

**Pre Event**

1. Agency marketing
2. Packet Assembly
3. Packet Distribution
4. Pre-Race Data entry

**7:00 am to 10:30 am**

10. Registration
11. Crowd Control
12. Information table
13. Day-of-race data entry
14. Finish line crew

**9:30 am to 11am**

20. Kids Run Registration (7am-10am)
21. Kids Run – start
22. Kids Run – Finish
23. Kids Run – Course

**6:30 am to 9:30 am**

5. Set up registration area
6. Set up starting line
7. Set up finish line
8. Set up course
9. Set up first aid stations

**8:15 am to 10:30 am**

15. Course monitors
16. Course aid stations
17. Refreshments/Capitol
18. Medical assistance
19. Awards organizer

**10:15 am to 11:45 am**

24. Awards ceremony

**9:30 am to 12:30 pm**

25. Clean up
26. Course take down

**6:30 am to 1:30 pm**

27. Transportation
28. ANYTHING!

Time frame you are available (if other) \_\_\_\_\_