

Awesome 3000 Job Descriptions

Promotion and Pre-registration Team (new team forming officially 2011)

- Assemble runner packets
- Assemble PE teacher packets
- Assemble sponsor packets
- Enter registrations on line
- Trouble-shoot issues or answer questions as they relate to runner registration general event information

Packet Pick-Up

Label and organize bibs – done on the Tuesday prior to the race
Sort alphabetically and by race (special needs, pre-K, K-8).

Packet Pick-Up – all day Thursday and Friday prior to the race
Provide bib, T-shirt, and packet to parents

Keep track of any errors on labels

Ambassadors (Currently the Salem Auxiliary serves in this capacity)

The Ambassadors hold signs leading the way from the entry gate to where the runners sign in so parents and runners know where to go to get ready for their race. We are the smiling faces in the crowd with the "can do" attitude.

As Ambassadors, we also work on the front lines cheering on the runners, handing out bottles of water or books that are age appropriate as well as awarding medals when the runners cross the finish line. Our Ambassadors are kind of heart with a generous spirit and generally just fill in wherever we are needed.

Runner Check-in

Attend Monthly Meetings

Order & Purchase wristbands if numbers on bands are not legible write the numbers with sharpie

Recruit Volunteers @ least 30

Be the point of contact on Race Day.

(Friday Before) Set up runner check in area

Organize volunteers

Keep lines flowing/Crowd Control

Help keep entry to the field for racers only no parents

Distribute additional bibs numbers if racers forgot theirs

Items needed at Runner Check In

- Extra Bib Numbers
- Extra Safety Pins
- Extra Course Maps and Race Times
- Band-Aids
- Table Top Trash Cans for bracelet trash

Runner Shuttle Team

- ✓ Greet runners at entrance gate
- ✓ Assist runners in getting to their designated area in the in-field
- ✓ Assist late arrivers in getting to in-field area or to start line, if needed
- ✓ Answer parent questions about where to stand and where to pick up child

The Shuttle Team for the Awesome 3000 allows us to provide an extra layer of security for all participants. After the parents/guardians bring participants to the entry gate, the shuttle team escorts the children to their grade level warm up/waiting pen. This minimizes the number of people in the staging area. This dedicated team also escorts any late runners directly to the starting line. We network with the starting line volunteer for students that may need assistance during the run. A 'Turtle' is often assigned to a runner that requests this service. This team also calms participant's nerves, answers questions, and helps with pinning on bib numbers. Grade level signs are hand held at the entry gate for parents and participants to see where their child is to line up. 16 volunteers are needed at this station.

Runner Warm-up

In designated age group areas, assist kids in getting warmed up by doing stretches and other activities to build energy, enthusiasm and alleviate nerves
Assist the runners in getting to the Start Line at appropriate time
Assist in tearing down in-field area after races

Course Monitors

Course monitors stand on the course, monitor and make sure kids run in the right direction. They also provide course security, making sure intruders do not interfere with runners.

Start Line

PERSONNEL

About 35 student volunteers and 1 adult crew captain

LOCATION

On in-zone area at north of field.

PROCESS

10 volunteers (group A) at line of steeplechase run-up to water barrier to block incoming runners from crossing track as they approach start line. 10 students (group B) escort next group of runners from infield staging area. 10 students (group C) on standby. 5-10 minutes before race is to start group A escorts runners from water barrier area to start line, making certain not to interfere with runners currently in a race on the track. Group A volunteers should stay at the start line, forming a cordon in front of the line to keep kids from false starting or fudging over the start line. Group B takes Group A's place at water barrier area as a barrier to block the next set of kids from interfering with an ongoing race. Group C goes to infield to escort the next class from the staging area (see Group B above). After start of race, Group A is then on standby near the discus ring. The groups continue to rotate as described through all of the races, being sure to get the kids in each age group to the start line at least 5 minutes before the race. This can be tricky getting kids across the track to the start line while other races are in progress, so ere on the side of plenty of time.

LATE ARRIVERS

Every class of kids will have 5-20 kids who did not get to the staging area in the middle of the field on time and are panicked about making it to the start of their race. Volunteers from whatever group is on standby should calm them down an quickly, but safely, escort them to the start line as they arrive.

TURTLES

There should be an additional 4-5 volunteers who are willing to walk/run the course with kids who are frightened or feel the need of an escort. If they are not actually on the course, they can spell other volunteers who need to use the restrooms or have other emergencies.

CHEERLEADING

Volunteers should use every opportunity to encourage and pump up the participant kids. Encourage them while they are waiting to go to the start line; encourage them at the start line; yell for them and give them high-fives as they round the final curve to the finish line.

DECORUM

At all times volunteers should be appropriate in their behavior to the participant kids and toward each other. If there is inappropriate language or behavior, the Start Line Captain should ask the volunteer(s) to leave the stadium.

END TIME

Volunteers may leave at the time 300 meter races begin to be run, as escort duties are finished and there is a different start line. However, they are strongly encouraged to stay for the last races to urge on the participant kids. If they are willing, they may even want to help with the take down at the end of the races.

Runner Pick-Up

1. Keep runners awaiting pick-up in designated area.
2. Assist with merging runner with parent that is picking up.
3. Help maintain a one-way direction flow of people through the runner pick-up area.
4. Check bracelet numbers on child and parent bracelets for match.

Must be aware of surroundings and watch for wandering children. HAVE FUN!

Hospitality Coordinator

Provides snacks and beverages to volunteers prior to and during Awesome event. Also arranges food and beverages for volunteers who set up the event day before.

Solicits, from various local businesses, donations of food and beverage.

Secondary duties: provides assistance and information during volunteer check in the day of the event.

Also provides information and answers questions of general public during event.