

Delaware & Lehigh Heritage Half Marathon Run & Walk

Volunteer Job Descriptions

This is a general description of volunteer opportunities.
More details will be sent closer to the race to registered volunteers.

Volunteer shirts need to be picked up before the race.

You need a volunteer shirt in order to receive lunch.

Races begin at 8:00am

Pre-Race

Bib Assembly

- Meet at the D&L office on Tuesday, October 30 at 9:00am. (subject to change)
- Place labels on bibs and add the chip.

Donation Pickup

- Help by picking up donations of water, raffle items, etc. May need some pick-up trucks.

Participant Bib & Shirt pick-up – Saturday, November 3

- Northern Lehigh High School (subject to change)
- 10:00am – 3:00pm
- Give participants their shirts, bibs and chip timer. Check off names.

Prepare day before – Saturday, November 3

- Locations will vary
- Organize and pack supplies for hydration stations
- Help place cones and signs

Hydration Station Set-Up

Reporting time 7:00 to 8:00 am (depending on location)

Staffing Needs:

- 1 person setting up cups
- 2 volunteers pouring fluids
- 3 to 5 volunteers out front handing out to participants (above volunteers can move into these positions as needed)

Hydration Station Set-Up:

- There will be a supply box for each Hydration Station with a list of contents and instructions.
- Open trash bin and put a garbage bag inside. Use this for cups.
- Have one table for water and another for Gatorade. Fill cups 2/3 full and place on appropriate table.
- Continue to refill cups keeping table covered – it's always better to have more than you think you'll need.
- Do not put out too much Gatorade too early, it attracts bees.
- Keep Gatorade coolers up on the table. If it is on the ground it will attract and fill with ants.
- There will be signs taped to the table top. Please hang them from the edge of the table.

Hydration Station Clean-Up (remaining supplies will be taken to finish line by Operations Teams):

- When notified by Sweep that last walker has passed, it's time to break down.
- Scan entire area for garbage and place in trash bags.
- Dump filled cups and throw cups in trash bag.
- Put empty bottles in recycle can or bag.
- Replace signs and other supplies in supply box.
- Collapse and stack tables, chairs and banner.
- Repackage unused cups and stack on top of table for pick-up.
- Leave open & un-opened Gatorade for pick-up.

Hydration Station Set-Up (continued)

Your Responsibilities:

• *Part Safety Officer*

- Our first priority is to provide a safe course for our participants. Please keep the course free of debris. Possibly a member of the Lehigh Valley Radio Club will be at each Hydration Station for communication and emergencies.

• *Part Cheerleader*

- Cheer the participants on – it's a long course and you'll be the only people they see for miles. Get up, get excited, and keep them moving.
- Be creative, decorate your hydration station in a theme, bring a radio to play music, wear funny hats – you'll be part of the inspiration that keeps the participants moving.
- Do not tell participants they are almost there no matter where you are on the course. Use words of encouragement like "Good job!" "Keep going!" "Dig deep, you can do it!"

• *Participant Hydration*

- As participants pass by, shout what you are holding (water or Gatorade) and hand to participants as they pass.
- As you hold out cups to participants, hold cup at the top so participant can easily grasp cup from you. Please wear gloves provided.
- Continue to pick-up cups that participants discard on course to maintain a safe and clear course for participants.
- Note: not every participant will take water or Gatorade at every hydration station.

Early morning set-up & clean-up

Reporting time 5:30am

- Volunteers will work closely with a D&L staff person in setting up the course. Placement of cones, tables and supplies for hydration stations, signs, etc.
- Once the race starts, volunteers can begin to pick up tables, tents, etc. at the starting line. Extra water should be brought to the finish line.

Course Marshalls

Reporting time 6:30 am (depending on location)

- **Part Safety Officer:** Our first priority is to provide a safe course for our participants. Course Marshalls are positioned throughout the course usually at intersections and are responsible for directing participants at turns. Marshalls can leave when the sweep bike comes by to tell you the last participant has come through.
- **Keeping Participants on Course:** The course is predominantly on the trail and easy to follow. Your job will be to make sure they stay on the right course. As soon as you see a participant, begin to signal with your hands and your voice which direction or turn they are supposed to make. Often participants get in a zone and need plenty of advance warning to know which way to head.
- **Part Traffic Cop:** Course marshals are positioned at intersections that are blocked for traffic. Responsible for keeping cars, bikers and other trail users off the course and maintaining a safe environment for participants.
- **Part Cheerleader:** Cheer the participants on – it's a long course, and you could be the only people they see for miles. Get up, get excited, and keep them moving. Be creative, bring a radio to play music, wear a funny hat – you'll be part of the inspiration that keeps the participants moving. Do not tell participants they are almost there no matter where you are on the course. Use words of encouragement like "Good job!" "Keep going!" "Dig deep, you can do it!"

Starting Line
Reporting time 5:30 am

Check-in & Bib Pick-up

For participants who have not picked up day before

- Table will be divided in two – A to M and N to Z
- Each volunteer will have two alphabetical lists. One for Runners and one for Walkers. Bib number will be next to their name.
- Check off that participant has arrived and give them their Bib. Very important that the bib & chip timer number match what is on list. This is the list the timers have.
- Don't forget to wish them luck.

Shirt and distribution table

- Give participants their shirt
- Make sure giveaways are kept replenished

Questions/Problem solving

- A table will be set up with a staff member and volunteer. Any questions or problems should be sent to this table.

Water & fruit table - Volunteers will hand water and fruit to participants. Cut a few bananas in half at a time and give out ½ bananas.

Bag Drop – 3 – 4 volunteers

- Right bib number on a tag and attach to participant's bag. One volunteer should be in truck to accept bags and place in numerical order.

Clean-up

Once the participants are off and running, volunteers can begin breaking down tables, tents, etc. Pick up any trash lying around – make sure the area looks as good, or better, than we found it.

Parking

- Direct participants and spectators to parking areas. There will be signs posted to help direct cars to the designated parking areas.
- Once race begins, direct spectator cars out of parking lots.

Finish Line Area
Starting times vary

Set-up – 7:00 – 8:00am

- Set up changing tents, tables, etc.

Parking/Traffic Control – 8:00am – 1:00pm

- Direct volunteers and spectators to designated parking areas
- Attempt to get people to walk on the path to Hungarian Hall, not road
- Guide people across the street to the Hungarian Hall and back
- Buss loading – guide participants to front bus to fill up first

Bag Pick-up - 9:00am – 1:00pm

- Match bags to participants bib number and give them their bags

Food Distribution - 9:00am – 1:00pm

- **Food:** Food and water at the Finish Festival is for participants and volunteers only. Participants must have bib #s visible to receive food. Volunteers must have a volunteer shirt. Provide food to participants and keep the food tent organized. Keep food station free of debris and clutter.
- Grab-n-Go tent will be in the park. Hand food bags and water to participants. One volunteer needs to be a runner to replenish food from the Hungarian Hall.
- **Trash & Recycle:** Monitor trash and recycling cans. Empty and tie-up bags when needed and place next to trash cans. Replace trash/recycle bag in cans.
- **Dining area:** Clear tables and keep clean.