



RACE VOLUNTEER JOB DESCRIPTIONS

Position Name	Description
SATURDAY, NOVEMBER 11TH (EXPO)	
Expo - Packet Pick-Up	Hand out race packets to participants.
Expo - Goody Bag	Hand out goody bags to participants.
Expo - Participant Shirts	Hand out shirts to participants. Shirt size must match what they are registered for. No changing of shirt size permitted.
Volunteer Coordinator Assistant	Assist the Volunteer Coordinator with various duties and fill in to stations as needed.
SUNDAY, NOVEMBER 12TH (RACE)	
Course Marshalls	Responsible for directing participants at turns. When you see a participant, you can signal with your hands and voice to which direction they are to make. Depending on location, you may be responsible to keep cars off the course. Cheer them on!
Relay Exchange Marshalls	Responsible for making sure the exchange between relay participants is smooth and safe. Responsible for keeping other participants (not in the race yet) out of the relay exchange chute and help identify participants coming in to make the exchange.
Water Stations	Set-up, serve and stock water for participants. Pick up discarded cups on course to maintain safe and clear course. Cheer them on - it's a long course, so they could use your encouragement!
Marathon Start Assistance - Corrals	Assist to get participants lined up in their assigned corrals.
Half Marathon Start Assistance - Corrals	Assist to get participants lined up in their assigned corrals.
Gear Check - Start	Check that bags from participants have a bag check tag attached with a zip tie. Bag check tags are attached to the participants' bib # and can be torn off to be attached to bags with a zip tie. Place bags into bins that are labeled participant numbers. Place bags in vehicles that will transport bags to finish line. There will be extra empty bags if needed.
Gear Check - Finish	Line bags up by Participants' Bib # at the finish line. Organize bags and return bags to participants who checked them at the starting line.
Transportation/Shuttles - Finish	Assist with shuttle signage, directional parking as needed and ensuring people are getting on the correct return bus.
Parking - Start	Direct participants arriving in vehicles to parking.
Post Finish - Medals	As participants cross the finish line, present the appropriate medal (Half, Full, Relay) to the participant. Participants will be identified on their bib which medal they should receive.
Post Finish - Food	Food at Finish is for race participants and volunteers only. Hand food to each participant at they come through. They MUST have on race bibs to get food.
Finish Water Station	Water at Finish is for race participants and volunteers only. Hand water to each participant at they come through.
Awards Ceremony	Set-up awards at finish. During awards ceremony, hand awards to announcer, make notes of awards not claimed. Label and re-pack unclaimed awards.
Green Team	Monitor Trash and recycling cans. Empty and tie bags when needed and place next to trash cans. Replace trash/recycle bag in cans.
Volunteer Coordinator Assistant - Start	Assist the Volunteer Coordinator with various duties and fill in to stations as needed.