

Sample Volunteer Responsibilities Checklists

Post-race Refreshments Coordinator

- Solicit donations from vendors
- Determine equipment needs (tables, trash bags, coolers, ice, cups, knives, cutting boards, rags, napkins, trucks, etc.)
- Collect refreshments, set up, tear down, and clean up area

Volunteer coordinator

- Determine volunteer needs and general function from each coordinator, understanding any special needs for maturity, strength, experience, etc.
- Contact sources of volunteers
- Inform volunteer contacts of their “general” duties, where to meet, who, when, time requirement, responsibility to show or send a suitable replacement, etc.
- Assign groups or individuals to various coordinators duplicating jobs where possible and coordinate any necessary communication.
- On race day, coordinate volunteer T-shirt distribution, help coordinators fill any voids, serve as volunteer public relations ambassador.
- Make sure volunteers are “over” appreciated!

Promotions Coordinator

- Distribute entry forms (brochures)/posters
- Press release magazines, newspapers, running clubs, newsletters, TV, radio (race announcement, entry deadline approaching, special plans)
- Advertisements
- Arrange for media coverage pre, race day, and post event
- Arrange for photography of event

Responsibilities of Key Volunteers

Registration Coordinator

- Determine pre-race registration procedures
- Determine race day registration procedures
- Coordinate packet stuffing and pickup (pre-race and race day)
- Envelopes or plastic bags for race packets
- Map of course (displayed at packet pickup or in packets)
- Signs: Pre-registration, late registration, T-shirts, etc.
- Communicate with Results Coordinator

Results Coordinator

- Order race numbers
- Signs Male/Female, age groups, etc.
- Posting of results
- Result boards
- Supervise scoring process
- Clean up/return all equipment
- Produce **neat, accurate** results for awards ceremony
- Assist announcer in awards presentation, including any error correction

Finish Line Coordinator

- Assist with set up finish chutes, banners, clock, cones, etc.
- Assist finish line/timing personnel
- Clean up/return all equipment

Course Director

- Obtain course/event permit
- Review course and mark each mile
- Directional arrows, signs or painted on road
- Aid station, start, or finish signs or banners
- Coordinate with police to determine number of officers and course monitors required
- Instruct, place, and pick up course monitors and split timers
- Watches for split timers
- Communicate/coordinate with lead vehicle, police, bicycle, etc.
- Make sure they know course thoroughly.
- Transportation coordination of news media/video-tapers
- Manage follow-up vehicle
- Remove/fix any course hazards (i.e., sand, railroad tracks)
- Coordinate closing or securing of railroads and bridges
- Perform pre- and post-race course check (monitors in place, unforeseen hazards, clean-up completed)
- Coordinate any necessary communication, etc. needs on the course

T-Shirt/Amenities/Awards Coordinator

- Assist with selection of T-shirt design
- Get T-shirt bids and order T-Shirts
- Order any other amenities for runners/volunteers/sponsors
- Handle selection of awards within budget/order awards
- Set up awards
- Coordinate award distribution
- Solicit and collect donations to be included in race packets, drawn as prizes or given as awards

Site Coordinator

- Determine site needs for start/finish areas and establish/direct layout: medical, registration, results, awards, refreshments, entertainment, toilets, chutes, banners, PA, massage, fluids, exhibits, electricity, water sources, etc.
- Order any necessary equipment: toilets, entertainment, tables, chairs, scaffolding, tents, sound system, etc.
- Collect, pick-up, and return all equipment
- Set up/tear down all site requirements not handled by some other coordinator
- Coordinate final clean-up of site
- Coordinate clean-up bond with the city

Sponsor Solicitation Coordinator

- Coordinate solicitation of sponsors
- Make the sponsors a part of the event. Keep them informed
- Follow-up with thank you notes (and plaque if appropriate)