

Seacoast Cancer 5K

Race Day Volunteer Job Descriptions

Bib & Shirt pickup

As directed by the Community Relations staff and Event coordinators:

- Assist runners finding numbers
- Find bib and collect shirt and other giveaways to participant
- Team captains who are picking up several bibs/shirts may need an extra set of hands
- Please note: this volunteer job will allow you to walk/run on event day.

Cheer Zone/Water Stop

As directed by the Community Relations staff and Event coordinators:

- Bring any noise making devices you may have (cow bells, kazoo, etc.).
- Event staff will give you concise instructions prior to event day and will let you know which cheer zone you're in
- Report to your designated area by 8:30 am.
- If your area is a water stop, replenish water supplies on the table as needed
- Have a course flyer in your pocket so you can assist with answering questions

- Make noise and encourage our runners and walkers as they pass by your station
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Course Marshalls

As directed by the Community Relations staff and Event coordinators:

- Report to the designated meeting location along the route and help manage traffic/participant flow along the course.
- May need to be vocal at time to direct the crowds. Bull horns may be provided.
- Cheering and support of participants is strongly encouraged!
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Face Painting

As directed by the Community Relations staff and Event coordinators:

- Using the supplies provided, create fun designs for the crowd at the designated face painting station.
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Parking Guide

As directed by the Community Relations staff and Event coordinators:

- Check-in at Volunteer Tent
- WDH Security staff will give you concise instructions for your shift
- Wear volunteer shirt provided.
- Ask people to park on upper levels so first level can be used for those with small children, elderly, etc.
- Have a course flyer in your pocket so you can assist with answering questions.
- Please note: this volunteer job will allow you to walk/run on event day.

Raffle Chair-5K

As out lined by the Foundation; Gather and manage donations for the raffle fundraiser, develop tracking system for donations, work with Foundation to market items and promote sales, investigate payroll deduction for raffle sales.

- Attend and support all aspects of the 5K, volunteer to assist as needed before and during the event.
- Determine event dates and times to sell raffle tickets, coordinate tables and conference rooms.
- Coordinate raffle set up and take down, on event day and all raffle events prior to race.
- Send global staff updates for donations and announcements around the raffle item and requests.
- Update Excel Spreadsheet as raffle items are donated to keep track of inventory.
- Ensure the raffle donation form is filled out for every donated raffle item.

- Store and organize raffle items.
- Create Signing for each raffle item to be displayed during the raffle events.
- Determine event dates and times to sell raffle tickets, coordinate tables and conference rooms.
- Determine what category the raffle item will be raffled at. For example; 3 for \$5.00 or 1 for \$10.00.
- Collect money for raffle items. Money and raffle donations go to the Foundation immediately post each event.
- Post event, assist foundation with contacting winners and coordinating pick up.

Raffle Manager

Manage raffle sales during pre registration events and on race day.

- Assist with raffle set up and take down, on event day and all raffle events prior to race.
- Collect money for raffle items and hand out tickets.
- Money and raffle donations go to the Foundation immediately post each event.
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Registration

As directed by the Community Relations staff and Event coordinators:

- Assist participants in completing the paper registration forms.
- Collect cash, check or credit card payments

- If participants would like a shirt, this will be an additional \$20 fee.
- Assign bib number and collect shirt and other giveaways to racer.
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Race Day Set Up

As directed by the Community Relations staff and Event coordinators:

- Set up tents and tables
- Hang banners
- Post signage
- Display sponsor signs
- Set out food/water for race participants
- Expect light lifting and a lot of walking
- Other duties as assigned
- Please note: this volunteer job will allow you to walk/run on event day.

Timing Company Volunteer

As directed by the Community Relations staff and Event coordinators:

- Use a machine similar to a calculator to enter bib numbers as a backup to timing mats.
- Please note: this volunteer job **will not** allow you to walk/run on event day.

Food/Water Distribution

As directed by the Community Relations staff and Event coordinators:

- Check-in at Volunteer Tent
- Event staff will give you concise instructions for your shift
- Water supply will be at the start/finish line area.
- Hand out water to finishers as they cross over the finish line.
- Have a course flyer in your pocket so you can assist with answering questions.
- Please note: this volunteer job **will not** allow you to walk/run on event day.