



Day-of Volunteer Job Descriptions and Instructions
25th Annual Malvern Jingle Bell Run
Sunday, December 14th | Great Valley High School
www.jbrphilly.kintera.org

Event Set-up

Event Set-up Duties: Assist in hanging banners, setting up tables and chairs, decorating etc..

Volunteer Check-in

Volunteer Check-in Duties: This is every volunteer's first impression of the day! Welcome volunteers as they report to pick-up their volunteer t-shirt and receive detailed training/instruction before reporting to their assigned area.

1. Greet the volunteer and introduce yourself
2. Ask them for their name and find it on the volunteer check-in list
3. Provide them with their t-shirt (which identifies them as a volunteer)
4. Send them to their designated area with instructions

Parking Attendants

Parking Attendants Duties: Direct vehicles to empty parking spaces one at a time. There will be an area for volunteers to park separate from participant parking. Also, parking attendants will assist with placing directional signs to designate where the event is being held.

Course Set-up:

Course Set-up Duties: Place route markers and educational signs throughout the walk course approximately every few blocks so walkers/runners are able to stay on the course.

1. Deliver tables, water and cups to water stations
2. Drop-off water station volunteers and course monitors
3. During the Walk/Run, patrol the course to pick-up any tired walkers
4. Follow the final walkers to pick up the course monitors and water stop volunteers
5. Return to the course to pick up the remaining water, cups, tables and signage

Course Monitors

Course Monitor Duties: As a Course Monitor, you will be stationed at specified intersections along the course to help participants cross any busy intersections and cheer them on to the finish. You will be asked to wear a bright orange vest to distinguish yourself.

Greeters

Greeter Duties: This is every participant's first impression of the day! Greet participants after they have parked and direct them to the registration area. Answer questions, etc. When you are finished with this duty, please report to the Volunteer Check-In Table.

Pre-Registration Check-In:

Duties at the Pre-Registered Check-In Table:

1. Greet the participant and welcome them to Jingle Bell Run/Walk for Arthritis
2. Ask for their last name, locate it on the list and put a checkmark next to it
3. Give them their t-shirt ticket. Note: T-shirts can be picked up at the t-shirt table before or after the run/walk
4. If they have money to turn in, have them place it in an envelope and fill out the necessary information (name, address, phone) and in LARGE NUMBERS note the dollar amount in the envelope
5. Place the envelope in the completed funds box
6. Be sure they have signed a waiver/release form
7. Provide them with a route map and agenda
8. Thank them for their support and tell them to enjoy the day
9. Security personnel and volunteers collect the envelopes and place them in a secured area -these people are identified as security either on their name badge or elsewhere

Day-of Registration Table

Duties at Day-of Registration Table:

1. Greet the participant and welcome them to Jingle Bell Run
2. If the walker has money to turn in, have them place it in an envelope and fill out the front (name, address, phone) and in LARGE NUMBERS note the dollar amount in the envelope
Note: Do not count the money at this time. Take the walkers word and assume that they are honestly recording the amount
3. Give them their t-shirt ticket
Note: T-shirts can be picked up at the t-shirt table before or after the event
4. Place the envelope in the completed funds box
5. Be sure they have signed a waiver/release form
6. Provide them with a route map and agenda
7. Thank them for their support and tell them to enjoy the day
8. Security personnel and volunteers collect the envelopes and place them in a secured area

Team Registration Table

Duties at the Team Registration Check-In Table:

1. Greet the walker and welcome them to Jingle Bell Run
2. Ask if they are the Team Captain. If so, get their name or team name
3. Find out if they have all of the team member's registration forms, signed waivers, and donation envelopes
4. Collect what they have and mark each individuals name on the check-in sheet and note the team name
5. Be sure all registration forms, waivers and envelopes are complete
Note: If they are missing a form, instruct them to have the individual turn it in when they arrive and be sure to have them use the team captain name or team name
6. Give them their t-shirt ticket and tickets for the team members that they have registered.
Note: T-shirts can be picked up at the t-shirt table before or after the walk
7. If the entire team has been registered, place the team envelope in the completed team registration box
Note: If they are waiting for more team members, place the envelope in the uncompleted team registration box
8. Provide them with a route map and agenda
9. Thank them for their support and tell them to enjoy the day
10. Security personnel and volunteers collect the envelopes and place them in a secured area

T-shirt Table

Duties at the T-shirt Table: Greet the participant and exchange their ticket(s) for a t-shirt. If there is no size noted, they didn't pre-register. Ask them what size they would prefer. Each person must have a ticket to obtain a t-shirt. There will be a separate ticket, colored differently, that will be exclusively for dri-fit shirts.

Volunteers should remain at the table until the conclusion of the event.

Starting Line

Duties at the Starting Line: Decorate the area with balloons, banners, etc. Make sure the PA system is set and ready to go for warm-up and announcements. 20 minutes prior to JBR start time, help direct and control walker traffic.

Finish Line/Timing Company Assistants

Duties at the Finish Line: Direct the runners/walkers and runner down the correct corral and pull their tags and hand to the timing company staff.

Face Painting & Temporary Tattoos

Duties at the Face Painting table: Help create holiday cheer by decorating a child's face or hand with a holiday design. Supplies will be provided.

Refreshments

Duties at Refreshments: Help set up refreshment tables. Assist in preparing the pancake breakfast. Keep the area as litter free as possible. Assist with clean-up of the refreshment area.

Water Stations

Duties at Water Stations: Help set up water stations. Distribute water to the runners/walkers and cheer them on to finish. Be sure to clean up water station and load up tables.

Clean Up Crew

Clean-up Duties: Ensure that the event site is clean and clear of all trash and any items that were brought onsite.

Questions about the event? Contact Cindy Liberatore at cliberatore@arthritis.org or (267) 519-6050

Questions about volunteering? Is your group or organization interested in volunteering?
Contact Liz Thompson at ethompson@arthritis.org or (267) 238-9726

