

## Day-of Volunteer Job Descriptions and Instructions

### Event Set-up:

<b># of Volunteers:</b>	10 - 12
<b>Start Time:</b>	6:00 AM
<b>Finish Time:</b>	8:30 AM
<b>Report to:</b>	Volunteer Check-in

### **Duties for Set-up:**

Assist in unloading van of supplies, hanging banners, setting up tents, set up refreshment area tables and chairs, etc.

### Volunteer Check-in:

<b># of Volunteers:</b>	3
<b>Start Time:</b>	5:45 AM
<b>Finish Time:</b>	9:00 AM
<b>Report to:</b>	Volunteer Check-in

### **Duties at the Volunteer Check-in:**

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

### Welcome/Information Table (Volunteer Check-in will transition into this table):

<b># of Volunteers:</b>	3
<b>Start Time:</b>	8:00 AM
<b>Finish Time:</b>	12:00 PM
<b>Report to:</b>	Volunteer Check-in

### **Duties at the Welcome/Information Table:**

Welcome guests from the media, event sponsors and other key representatives attending the Walk. Answer questions and act as the lost & found.

**Course Set-up with Golf Carts:**

<b># of Volunteers:</b>	4
<b>Start Time:</b>	7:30 AM
<b>Finish Time:</b>	11:00 AM
<b>Report to:</b>	Volunteer Check-in

**SAG Vehicles (Support and Gear)**

Vehicles serve a dual purpose: they assist with set-up/clean-up and transporting people.

You will be responsible for the course set-up/clean-up.

1. Place route markers and educational signs throughout the walk course approximately every few blocks so walkers don't go astray.
2. Deliver tables, bottled water in tubes with ice.
3. Drop-off water station volunteers and course monitors
4. During the Walk, patrol the course to pick-up any tired walkers
5. Follow the final walkers to pick up the course monitors and water stop volunteers
6. Return to the course to pick up the remaining water, cups, tables and signage

**Course Monitors:**

<b># of Volunteers:</b>	6-8
<b>Start Time:</b>	8:30 AM
<b>Finish Time:</b>	11:00 AM
<b>Report to:</b>	Volunteer Check-in

**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:**

<b># of Volunteers:</b>	6
<b>Start Time:</b>	7:30 AM
<b>Finish Time:</b>	9:00 AM
<b>Report to:</b>	Volunteer Check-in

**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. Welcome them with a warm greeting and smile. When you are finished with this duty, please report to the Volunteer Check-in for placement where needed!

**Registration Check-In:**

<b># of Volunteers:</b>	10 - 16
<b>Start Time:</b>	7:30 AM
<b>Finish Time:</b>	11:00 AM
<b>Report to:</b>	Volunteer Check-in

**Duties Registration Check-In Table:**

- Greet the participant and welcome them to the Arthritis Walk.
- Ask for their last name, locate it on the list and put a checkmark next to it.
- See if they have turned in money and met the \$100 minimum. If so, give them their t-shirt ticket.
- If they have money to turn in, have them place it in an envelope and fill out the necessary information (name, address, and phone) and in LARGE NUMBERS note the dollar amount in the envelope.
- Place the envelope in the completed funds box.
- Be sure they have signed a waiver/release form.
- Provide them with a route map and agenda.
- Thank them for their support and tell them to enjoy the day!
- 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.
- Pack and clean up your area

**T-shirt Table:**

<b># of Volunteers:</b>	4 - 6
<b>Start Time:</b>	7:30 AM
<b>Finish Time:</b>	10:00 AM
<b>Report to:</b>	Volunteer Check-in

**Duties at the T-shirt Table:**

Greet the walker/team captain and exchange their ticket(s) for a t-shirt. The size they signed up for will be on the back of the ticket. 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. Volunteers should remain at the table until the conclusion of the event.

**Starting Line:**

**# of Volunteers:** 5  
**Start Time:** 6:00 AM  
**Finish Time:** 9:30 AM  
**Report to:** Volunteer Check-in

**Duties at the Starting Line:**

Decorate the area with balloons, banners, etc. Possibly assist to make sure the PA system is set and ready to go for warm-up and announcements. 20 minutes prior to Walk start time, help direct and control walker traffic. Ensure the Heroes are leading the Walk and that they are headed the right direction.

**Finish Line:**

**# of Volunteers:** 6  
**Start Time:** 10:15 AM  
**Finish Time:** 11:00 AM  
**Report to:** Volunteer Check-in

**Duties at the Finish Line:**

Cheer on the walkers! After they cross the finish line, direct the walkers to the refreshment/awards ceremonies area. Thank them for their support and let them know they will receive an email with an after event survey.

**Refreshments:**

**# of Volunteers:** 6 - 8  
**Start Time:** 7:30 AM  
**Finish Time:** 11:30 AM  
**Report to:** Volunteer Check-in

**Duties at Refreshments:**

Help set up refreshment tables. Assist with handing out refreshments at conclusion of Walk. Keep the area as litter free as possible. Assist with clean-up of the refreshment area.

**Water Stations:**

**# of Volunteers:** 2 per station (2 Stations – 4 People Total)  
**Start Time:** 8:45 AM  
**Finish Time:** 11:00 AM  
**Report to:** Volunteer Check-in

**Duties at Water Stations:**

Help set up water stations. Distribute water to the walkers and cheer them on to finish. A van will come by to pick you up after the last walkers go by. Be sure to clean up water station and load up tables.

**Clean Up Crew:**

**# of Volunteers:** 15 – 20  
**Start Time:** 10:30 AM  
**Finish Time:** COMPLETE  
**Report to:** Volunteer Check-in

**Clean-up Duties:**

Ensure that the event site is clean and clear of all trash and any items that were brought on site. Pack supplies and load vans.

*Once you have completed your volunteer assignment and would like to stay and help in another area, please return to the Volunteer Check In Table and we will assign you to another area that needs additional help.*

***Thank you for your support!***