



Day-of Volunteer Job Descriptions and Instructions

Event Set-up

of Volunteers: 6-8
Start Time: 2 hours prior to registration or day before JBR
Finish Time:
Report to: Volunteer Check-in

Duties for Set-up:

Assist in hanging banners, setting up tables and chairs, etc.

Volunteer Check-in

of Volunteers: 2-4
Start Time: 2 hours 15 minutes prior to JBR start
Finish Time:
Report to: 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

Parking Attendants

of Volunteers: 4-6
Start time: 8:00 am
Finish time: 10:00 am
Report to: Volunteer check-in

Duties as Parking Attendants:

To direct vehicles to empty parking spaces filling one parking lot at a time. There will be an Area for volunteers to park separate from participant parking. Also, will assist with placing directional signs to designate where the event is being held.

Welcome/Information Table

of Volunteers: 2
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: 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:

of Volunteers: 6
Start Time: 2 hours prior to registration start
Finish Time:
Report to: Volunteer Check-in

SAG Vehicles (Support and Gear)

The SAG Vehicles serve a dual purpose: they assist with set-up/clean-up and transporting people. We will have 1 van, which you will be responsible for driving.

As a SAG Vehicle driver, 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, water and cups to water stations. Drop-off water station volunteers and course monitors
3. During the Walk, 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

of Volunteers: 8
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: 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

of Volunteers: 6
Start Time: 30 minutes prior to registration start
Finish Time:
Report to: 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 a smile. When you are finished with this duty, please report to the Volunteer Check-in for placement where needed!

Pre-Registration Check-In:

of Volunteers: 6-8
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties at the Pre-Registered Check-In Table:

- Greet the participant and welcome them to Jingle Bell Run.
- Ask for their last name, locate it on the list and put a checkmark next to it.
- Give them their t-shirt ticket. Mark the size shirt they signed up for on the back of the ticket.
Note: T-shirts can be picked up at the t-shirt table before or after the walk.
- 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.
- 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.

Day-of Registration Table

of Volunteers: 4
Start Time: 2 hours prior to JBR start
Finish Time: Time
Report to: Volunteer Check-in

Duties at Day-of Registration Table:

- Greet the participant and welcome them to Jingle Bell Run.
- 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.*
- Give them their t-shirt ticket. *Note: T-shirts can be picked up at the t-shirt table before*

or after the walk.

- 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.

Team Registration Table

of Volunteers: 6
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties at the Team Registration Check-In Table:

- Greet the walker and welcome them to Jingle Bell Run. Ask if they are the Team Captain. If so, get their name or team name. Find out if they have all of the team member's registration forms, signed waivers, and donation envelopes. Collect what they have and mark each individual's name on the check-in sheet and note the team name. Be sure all registration forms, waivers and envelopes are complete. 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.
- 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.
- If the entire team has been registered, place the team envelope in the completed team registration box. If they are waiting for more team members, place the envelope in the uncompleted team registration box.
- 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.

Accounting

of Volunteers: 5
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties in Accounting:

After all the walkers or runners have been checked in and registration closes, begin tallying the amounts listed on the envelopes so that an announcement can be made at the conclusion of the event stating the total amount raised. You need NOT verify the amounts listed on the envelope with what is inside.

T-shirt Table

of Volunteers: 4-6
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: 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: 4
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

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

of Volunteers: 6
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties at the Finish Line:

Direct the walkers and runner done the correct corral and pull their tags and hand to the timing company staff.

Arthritis Information Table

of Volunteers: 2-4
Start Time: 1 hour prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties at the Arthritis Foundation table:

Distribute educational information, sign up advocates and volunteers and promote the work of the Arthritis Foundation.

Refreshments

of Volunteers: 10 - 15
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

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

of Volunteers: 2-3 per station; total 6
Start Time: 2 hours prior to JBR start
Finish Time:
Report to: Volunteer Check-in

Duties at Water Stations:

Help set up water stations. Distribute water to the runners/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 or everyone done with volunteer duties
Start Time: 1 hour prior to JBR start
Finish Time: Time
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.