



Volunteer Task Descriptions

Please read the descriptions below before notifying your captain of your top three assignment choices. Note that some tasks have age, physical fitness or certification requirements that must be met.

Dock:

- ***Must be at least age 18. Requires walking, lifting and pulling.***
- Tie up and release boats for each heat.
- Assist paddlers as they board and exit the boats.
- Organize equipment.
- Transport equipment to and from the dock.

Marshal:

- ***You will be standing your entire shift. This shift is subjected to lots of LOUD cheering.***
- Check in teams as they assemble at the marshaling area before proceeding to the dock.
- Verify teams meet racing requirements. For example, teams in the mixed division must be comprised of a caller, a tiller, a flag catcher, at least eight female paddlers and not more than eight male paddlers. Report teams who do not meet race requirements to the lead volunteer.

Escort:

- ***You will be standing and/or walking your entire shift.***
- Walk teams to the dock and to the team's designated boat for the heat.

Dock Security/Stair Guard:

- ***You will be standing your entire shift.***
- Stand at the entrance to the walkway of the dock to ensure that only authorized personnel (teams and officials) are permitted access to the dock. The general public, with the exception of boat owners, are not permitted on the dock during the race.

Merchandise Sales Tent:

- ***You will be standing your entire shift.***
- Assist the Sales Manager in the sales tent with the sale of merchandise to the public.

Volunteer Tent:

- Check in volunteers as they arrive for their assignments and give each volunteer a t-shirt.
- Assist volunteers and the general public with questions they may have.
- Help organize and distribute lunches and water to the other volunteers.
- Distribute event programs to teams and general public.

First Aid:

- ***This position requires the volunteer to be in a clinical field and carry a current CPR card.***
- Provide basic first aid only.
- Immediately inform Race Directors of emergency situations.



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Command Tent Recorder:

- Post and proofread individual heat results.

Command Tent Computer Input:

- *This position requires the volunteer to be skilled with Microsoft Excel.*
- Proofread and enter individual heat results into the computer.
- Print reports for posting.

Video Taping:

- *This position requires the volunteer to be skilled with a video recorder.*
- Videotape each heat using video camcorders. This will be done from the tent located at the seawall which overlooks the finish line.

Command Tent Guard:

- *You will be standing your entire shift.*
- Monitor the entrance(s) to the Command Tent to ensure only authorized personnel are allowed to enter the tent. This maintains a secure and quiet working environment in the command tent.

Start Boat:

- *This position is on a boat on the water for the entire 5-hour shift. There are restrooms and seats available.*
- Work on the start boat to maintain records and/or videotape the start of each heat.

Finish Boat:

- *This position is on a boat on the water for the entire 5-hour shift. There are restrooms and seats available.*
- Record finish times for each heat and/or videotape the finish of each heat

Team Roster Checker (Pre-race weekend – May or June Captain’s meeting):

- Attend the team captain’s meeting in May or June (as assigned) from 5:30 to 8:30 pm.
- Assist lead volunteer with validating the team photo rosters.
- *Note: this shift is NOT during race weekend. It takes place at the May or June Captain’s meeting. This will count as your volunteer shift.*

Dock Roster Checker:

- *Must be at least age 18. This assignment involves a lot of walking back and forth on the dock.*
- Meet a boat in each heat when the boat returns to the dock.
- Escort the team to the check lanes and conduct a photo roster check.
- Notify lead volunteer of any discrepancies.