

DOCUMENT	City Volunteer Coordinator - NSC Job Description
VERSION	1.0
DATE	2024 Season

JOB NAME	City Volunteer Coordinator
SUMMARY	Responsible for all aspects of organizing City volunteers
PRE-MEET	☐ #1. Communicate with computers lead & City chair to ensure there is a second qualified computer person to work with the computers lead during each session of City ☐ #2. Find and fill the scoreboard role with TWO qualified individuals for each worker session of City. This role is best filled by someone with high school or club swim meet scoreboard experience. Each pool has a different scoreboard system - ensure the scoreboard person is familiar with that pool's particular system. Communicate with the computers lead on this as they may have ideas for particular people to approach to fill this role. ☐ #3. Find and fill announcer roles for each worker session of City. This role should ideally be filled by the best NSC team announcers. They must have a strong voice and be able to move the meet along in conjunction with the meet referee. ☐ Utilize city swimmer estimates to complete City Job Distribution Worksheet. Be sure to enter the information from #1, #2, and #3 into the spreadsheet before you start assigning teams other roles. ☐ Email team volunteer coordinators their team's job assignments ☐ Collect parent worker names, email addresses, and phone numbers back from team volunteer coordinators. Verify that teams have filled the roles appropriately as assigned by you. ☐ Assemble lists with all worker contact information, organized by team and by area of responsibility. ☐ Share the worker lists with the City committee (Assistant Meet Directors will use these to make worker badges & to assemble team envelopes)
DURING MEET	☐ Lead volunteer check-in at all 3 sessions of City. You are expected to be onsite during all 3 sessions of City to do this. If you are not able to be present at all sessions then you must have another NSC rep from your team fulfill this duty. This role (and our parent workers) are critical to the success of the meet!

	☐ Place team envelopes on each teams' check-in table ☐ Place "worker timeline visual" on each table for workers to see when and where they need to check into their job site (Fri PM, Sat AM, Sat PM) ☐ Ensure that teams have had all of their workers check-in before the end of check-in time ☐ If teams do not have workers show up by the end of volunteer check-in then make sure that their team volunteer coordinator has found a substitute for the missing worker. Document who the replacement worker will be. ☐ Be present to answer questions as they arise ☐ Collect team envelopes from every team after each session of volunteer check-in so that you have the envelopes for the next check-in. Do NOT let people walk away with the envelopes!! ☐ Be available after check-in to assist with finding and handling missing workers. This is especially important between shift changes. ☐ Bring a copy of the worker lists (with worker contact information) for your own use so that you can assist in communicating missing worker information to team volunteer coordinators on the WhatsApp group during the meet.
POST-MEET	☐ Collect all supplies from check-in tables and return them to championship meet bins
SUPPLIES	☐ Team envelopes will be assembled by the Assistant Meet Directors and will include (team worker lists, worker sticky name badges, Coach lanyards, NSC Rep lanyards, AOR lead lanyards, and welcome letter) ☐ Print and bring extra team worker lists in case teams lose or destroy their lists before next check-in ☐ 10 tables to be lined up for volunteer check-in (two teams per table) ☐ Pens, pencils, highlighters, and sharpies on each table