Volunteer Job Descriptions

Listed below is a brief description of the volunteer positions that need to be filled for every meet. None of the jobs are especially difficult and simple training is provided as needed; however, some of the positions do require attending special training sessions and some positions are better suited for our more experienced swim parents (starter, stroke & turn and dive judges for example). If you are brand new to PAC, the jobs of timer, runner, set up and clean up, snackstand, results posting are good places to start.

Each family is required to complete 6 jobs during the 2026-2027 season.

SEASONAL JOBS

COMPUTER TABLE PAPERWORK: Works with the computer operators to organize lane timer sheets, DQ slips, finish judge slips and results at all boys or girls meets.

DRYLAND COORDINATOR: Work with Coach Kelly to set up a dryland routine and help to lead the swimmers in the dryland activities during practice times.

FUNDRAISING/SPONSORSHIP COORDINATOR: Help with organizing fundraising and sponsorship opportunities. Also organize raffle baskets for the boys division champs meet.

HEAD READY BENCH: Responsible for lining up the swimmers by event, heat and lane; getting them to the starting blocks in the correct order and on time. Instructed the volunteers on how they can assist you. **This position is not recommended for parents new to swim team.**

IST TIMING SOFTWARE: Manage the timing system, prior to the meet ensure the IST computer “talks” to the scoreboard, the meet manager PC, and to all the timing pads. During the meet this is a full on concentration job. The IST manager needs to enable/disable lanes, make sure that swimmers who get out of the pool slowly don’t stop the timing, and make sure that swimmers hit the pads hard enough (especially on multi lap events where the system may think a swimmer only did 50 yards instead of 100 yards.

MEET MANAGER COMPUTER: The meet manager volunteer runs the home meets. This volunteer ensures that the events are lined up, that athletes are in the right events and heats, all based on coaches input. Make lineup changes requested by the coaches, print programs, lane sheets etc. The meet manager will create a start list that is communicated to the IST timing machine. During the meet the meet manager will read times from the timing machine and score the meet.

STARTER: Starts each event with the announcement of the age and stroke and the words "SWIMMERS TAKE YOUR MARK", pauses to make sure that all swimmers are motionless, and then gives an electronic sound or a blast of a whistle. He/She shall be the sole judge of FALSE STARTS and all false starts shall be restarted. ***This individual must be trained for this position.***

SNACK STAND COORDINATORS: Responsible for organizing, buying food and setting up the snack stand at all boys or girls home meets. The girls and boys coordinators work closely with each other and the board treasurer.

TEAM PHOTOGRAPHER: If you have a passion for taking photos this is the job for you. You will take photos at all boys, girls or dive meets and upload them to a shared file. **Photos can not be taken from behind the blocks.**

DUAL MEET JOBS

ANNOUNCER: Announces event number, heat, swimmers lane and name. Works closely with the starter to keep the meet running smoothly. The announcer will need to anticipate flow based on the number of swimmers, the stroke, the number of lengths to be swum, and the age of the swimmers. Reads the SAL code of Conduct before the meet starts and organizes kids/volunteers to sing the National Anthem or play a version over the sound system. It's a good idea to have volunteers practice/demo it for you before you let them sing/play it live.

BACK UP TIMER: Time all races using stop watches. Supervise the lane timers and step in to provide timer backup when needed. Lane timers will call out if they need a backup.

CLEAN UP: During the last few events of a meet, assist the head clean up coordinator to take down and store items in preparation for vacating the pool immediately after the meet. Putting chairs away, assisting the snack stand and computer table with clean up, trash pick up. We need to leave Pennridge High School just as it was when we arrived.

FINISH JUDGE: Marks the order swimmers finish the race for each heat. Turn slips into the runner to be given to the score table.

LANE TIMERS: Records the swimmer's time. Each timer is provided with a stopwatch. This job gives you the best view of the pool and the swimmers during their races.

READY BENCH: They are the key to keeping a meet on schedule. Responsible for assisting the head ready bench parent in lining up the swimmers by event, heat and lane; and getting them to the starting blocks in the correct order and on time. This job gives you the chance to see your swimmer immediately before his/her event.

RUNNER: Responsible for collecting lane timer sheets, finish judge slips and DQ forms for each race from the timers and judges. The slips and DQ forms are delivered to the scoring table. This job keeps you moving around at the poolside and the time passes quickly.

RESULT POSTING: Retrieve results from the computer table and post them in our lobby. Monitor that spectators are not standing at the railing blocking the view of others.

SNACK STAND: Assist the head snack stand coordinator with set-up and clean-up of the snack stand and sell snacks and open the doors during the meet.

SET UP: Assist the head set up coordinator to set the pool area for the swim meet. Place chairs on the pool deck, assist the set up of snack stand and computer table, hang bathroom and locker room signs. Set up will either be done the Friday evening before the meet or 30-45 mins before swimmer arrival on the day of the meet. This will be communicated by the head set up or a board member.

STROKE & TURN JUDGE: Work in pairs on each side of the pool with one member of a pair being from each team. Judges only rule on infractions on their side of the pool. They observe strokes, turns, and finishes to see that swimmers comply with requirements for that stroke. ***Training is required for this position.*** Once trained you will need to shadow at a meet.

DIVE MEET JOBS

DIVE JUDGE: Score the divers for each dive performed. Those with less than 3 years experience must attend a judging clinic hosted by PAC or other SAL team. Experience preferred.

TABLE WORKER: Record the divers' scores and tallies them on the dive sheets.

ANNOUNCER: Announce diver's name, dive being performed and the degree of difficulty. Announce the judge's scores. **Diving knowledge is preferred.**