

Volunteer Coordinator (Pool Deck)

The Volunteer Coordinator is someone who organizes and manages the volunteers on the pool deck in addition to handing out and collecting timesheets and getting these to the ticket collector to return to the High School.

- Arrive early and make sure all volunteers are present. If someone is missing, find an additional volunteer from the stands
- Run a quick meeting to ensure all volunteers understand what they are doing and answer any questions
- Distribute timing boards, stop watches and pencils. Make sure all stop watches are working properly prior to the meet.
- Distribute and collect timesheet prior to the meet and collect and return these sheets to the ticket collector before they leave (they leave after diving is completed)
- Make sure that the announcer has the [announcer script](#) and a pencil/pen. Copies of the announce script are with our other materials and pdf copy is on the website.

The volunteer coordinator often serves as a head timer and is frequently a parent who will hold this role for multiple years.