

## Rose Festival Dragon Boat Race Volunteer Job Descriptions

**Marshal (4)** (18 yrs or older) This job entails a lot of standing and a small amount of walking. Marshals will assist the Lead Marshal with team check in before each race is escorted down to the dock. This includes checking to be sure there are enough paddlers, 1 flag catcher, 1 caller and 1 tiller on each boat. Race participants will also be wearing colored wrist bands and you will be responsible for checking for the appropriate wrist band for the race. There can be no more than 20 paddlers, if it's a women's team, only the caller, catcher and tiller can be male. If a mixed team there can be no more than 10 male paddlers, all others can be female. For open class teams the paddlers will be counted but no gender will be asked, you will also make sure they have a tiller, caller and catcher. Volunteers can not be visually/hearing impaired.

**Escort (4)** (18 yrs or older) This job entails A LOT of walking and is fast paced, sometimes a fast turn around from the dock to dock. (Meaning after you drop off a team at the dock, you may get to the top where teams are staged for each race, and you may again take the next team down to the dock with little time in between.) Escorts will assist the Lead Marshal by taking each team down to the dock before each race. The escort may fill in for the marshal when needed. Volunteers can not be visually/hearing impaired.

**Pre-Marshal (1)** (16 yrs or older) This job entails checking in teams at the pre-marshal area, above the marshaling area. You will make sure the team is present and ready to move down to the marshal area, you will not count paddlers or other team members. If a team is missing from the pre-marshal area you will need to go to the volunteer tent and have a runner go find the team and notify the Lead Marshal. This is a lot of standing and walking. Can not be visually/hearing impaired.

**Marshal/Command Tent Communicator (1)** (16 yrs or older) This job entails communicating between the Lead Marshal and the Command Tent letting them know what race heat needs to be called to the Marshaling area. This is a lot of standing and walking. Can not be visually/hearing impaired.

**Stair Guard (2)** (18 yrs or older) This job entails lots of standing or sitting. The stair guard's job is very important, you are the one keeping the race participants and equipment safe and keeping the public off the dock. The stair guard needs to be there earlier than most volunteers (7:30 AM) to keep personnel that are not setting up the dock out of the area, and maybe one of the last volunteers to leave while the dock is being cleared of race equipment. You will be released at the end of the day by the Lead Marshal, who will take over as soon as their job is completed, usually about 20 to 30 minutes after the races are completed. Volunteers can not be visually/hearing impaired.

**Dock (10)** **(Must be at least age 18, no exceptions)** 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. Volunteers can not be visually/hearing impaired.

**Dock Runner (1) (Must be at least age 18, no exceptions)** This job entails lots of walking/running - will run errands for the Dock Master when needed. Will help communicate between different areas as needed. May bring a chair when you are not needed, but must stay out of the way. May be asked to fill in for a dock position as needed. Volunteers can not be visually/hearing impaired.

**Volunteer Tent (2)** Check in volunteers as they arrive for their assignments and give each volunteer a t-shirt and where to check in for their assigned job. 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. Bring something to do during down times.

**Runner (3)** (16 years or older) This job typically entails running to go get teams, when needed, passing out race brochures to team tents and any task assigned by race officials. Runners work closely with the Volunteer tent helping where and when needed. This is a high energy position but you will not be constantly busy. Bring something to do during down times.

**Command Tent Recorder (2)** Using walkie talkies to communicate with the Finish Boat, record and proofread individual heat results.

**Command Tent Computer Input (1)** This position requires the volunteer to be skilled with Microsoft Excel and to pick up computer concepts quickly. Proofread and enter individual heat results into the computer. Print reports for posting. Compile race results to set up new heats.

**Command Tent Guard (2)** You will be standing for the duration of your shift. Monitor the entrance(s) to the Command Tent to ensure only authorized personnel are allowed to enter the tent and use the "Volunteer Specified" restroom. This enables a secure and quiet working environment in the command tent. Please note: you may bring a chair for occasional breaks, but the expectation is that you're mostly on your feet. This can be a busy job.

**Start Boat (1)** 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 video tape the start of each heat. Communicate by radio between start boat and finish boat.

**Finish Boat Recorder (4)** This position is on a boat on the water for the entire 5-hour shift. There are restrooms and seats available. You will be assigned a lane in which you will stop the timer once the flag is pulled clear of the buoy. Other duties include videotaping the finish line for each heat.

**Finish Boat Recorder (1)** This position is on a boat on the water for the entire 5-hour shift. There are restrooms and seats available. Videotaping the finish line for each heat.