

Company Volunteer Job Descriptions 2010



Volunteers Positions

Note: Any CEO Challenge Team Member who volunteers as part of their company's Volunteer Assignment will receive 10 bonus points towards the CEO Challenge. Please refer to the CEO Challenge rules for further information.

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| - <u>Bike Traffic Control / Finish Line</u> | - <u>Registration</u> |
| - <u>CEO Passport Pick-Up</u> | - <u>Results</u> |
| - <u>Corporate Kids - Crafts</u> | - <u>Results / Support</u> |
| - <u>Corporate Kids - Inflatable Supervisor</u> | - <u>Results Runner</u> |
| - <u>Course Marshal (Urban Orienteering)</u> | - <u>Runner</u> |
| - <u>Cyclist Marshal (10K Run)</u> | - <u>Scorekeeping</u> |
| - <u>Food Server</u> | - <u>Set-Up Crew</u> |
| - <u>Food Tent</u> | - <u>Tally</u> |
| - <u>Greeter</u> | - <u>Tugs Floater</u> |
| - <u>Lane Timer</u> | - <u>Tugs Marshal</u> |
| - <u>Parking Control</u> | - <u>Turnaround Point Monitors</u> |
| - <u>Parking Lot Greeter</u> | - <u>Volunteer Registration</u> |
| - <u>Race Marshal (10K Run)</u> | - <u>Water / Aid Stations</u> |
| - <u>Race Marshal (Mountain Bike Race)</u> | |

Reminders:

- **Each company volunteer MUST sign a CCC Waiver Form** (provided in the Company Volunteer package)
- **Each company volunteer MUST print their name in their company's spot on the green "Company Volunteer Sign-In Sheets"** (provided in the Company Volunteer package)
- Each company volunteer should receive a t-shirt package. **They MUST wear the t-shirt.**
- **All waivers and sign in sheets should go back in the Company Volunteer Package**

Volunteers Role: Bike Traffic Control / Finish Line

Purpose

To assist where required at the Mountain Bike start / finish area.

Tasks

- If necessary, assist with the set-up and tear-down of the start and finish area.
- Direct new racers into the start area and away from the finish line area.
- Direct riders who have completed the course away from the start and finish areas and towards the food tent.
- Keep non-riders away from the start and finish areas.
- Provide encouragement and support to all racers.
- Assist where required.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: CEO Passport Pick-Up

Purpose

To give out the remaining CEO Passports and Game Boards that were not picked up at the Kick-Off Pep Rally.

Tasks

- Greet all CEO Team Members and companies at the CEO Passport and Game Board Pick-Up tent.
- Check for photo and company ID from CEO teams who are picking up their company's CEO Challenge Passports.
- Have companies sign when they pick up their CEO Passport and / or Game Board.
- Give out the "ID Pick-Up" bonus card if a member of the CEO Challenge team picks up their team's CEO Passport and mark it down on the CEO Challenge Pick-Up list.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Corporate Kids - Crafts

Purpose

To assist with the set-up and implementation of the arts and crafts and video game stations at Family Day.

Tasks

- Monitor assigned craft / game station(s).
- Create examples of each craft idea.
- Ensure a smooth traffic flow.
- Provide instruction on how the video game station(s) work.
- Encourage children and parents to participate.
- Please dress appropriately for the weather as this event will be outdoors (there is a tent that will provide some shelter).
- *Please note that child care is not provided and small children must be accompanied by their parents.*

Volunteers Role: Corporate Kids - Inflatable Supervisor

Purpose

To ensure safety and proper usage of the kids inflatable's at Family Day.

Tasks

- Monitor assigned inflatable station(s).
- Ensure a smooth traffic flow.
- Provide instruction on how to enter and exit the inflatable.
- Encourage children to participate.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.
- *Please note that child care is not provided and small children must be accompanied by their parents.*

Volunteers Role: Course Marshal (Urban Orienteering)

Purpose

To ensure participants follow the correct route and adhere to the course rules at the Urban Orienteering Event.

Tasks

- Look out for the health and safety of the participants.
- Become familiar with the event rules.
- Monitor check-in points along the course.
- Direct participants so that they keep on course.
- Provide encouragement and support to participants.
- Due to the nature of this role, we ask that volunteers DO NOT bring along children.
- Please bring a lawn chair and a book or magazine for slow times.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Cyclist Marshal (10K Run)

Purpose

Two cyclist marshals will "lead" the 10K Run, decreasing the need for directional signage. Another two cyclist marshals will "sweep" the route after the final racer to ensure all have finished safely.

Tasks

- "Lead" cyclists will lead racers to ensure the route is followed. Do not get too far ahead, but do not stay too close - impeding the lead racers.
- "Sweeper" cyclists will follow all racers to ensure a) their safety & b) that all have finished the race.
- For this role you should be an above average cyclist and you must supply your own bike and helmet.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Food Server

Purpose

To hand out food and water to participants at the Kick-Off Pep Rally.

Tasks

- Assist with set-up of the food stations.
- Responsible for the efficient delivery of food and water to participants.
- Assist with clean-up of the area.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Food Tent

Purpose

To hand out food and water to participants at the Mountain Bike and 10K Run events.

Tasks

- Assist with set-up of the food tent.
- Responsible for the efficient delivery of food and water to participants.
- Participants only receive food and water if they have a race number (for Mountain Bike) or food tag (for 10K Run).
- Assist with clean-up of the food tent area.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Greeter

Purpose

To greet and direct 10K Run participants to the registration area and then start area.

Tasks

- Greet participants as they approach the school.
- Direct participants to the registration area.
- If necessary, help participants locate a team waiver.
- If necessary, direct participants to the appropriate divisional table or to the fun runner or CEO tables.
- Once participants have registered, direct them to the start area.

Volunteers Role: Lane Timer

Purpose

To ensure accurate timing and recording at the Tug-O-War event.

Tasks

- Operate timing stopwatch, watching teams cross the finish line, and pressing the stopwatch to record the finish time.
- Record time on results slip and hand to the results volunteer.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Parking Control

Purpose

To control and direct participant and spectator vehicle traffic, facilitating teams getting to games on time (10K Run, Softball and Scavenger Hunt).

Tasks

- Identify areas where parking is not permitted and provide direction to available parking.
- Assist in tracking down and returning parking materials to appropriate storage location at the end of the event.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

10K Run:

- Direct traffic to appropriate parking areas.
- Hand out parking maps.

Softball:

- Direct the flow of traffic into the park for efficient Pod Registration and play.
- Be familiar with which Pods the divisions/teams are playing on.

Scavenger Hunt:

- Direct the flow of traffic into and out of the parking lot.
- Direct and inform people where to go with their Scavenger Hunt items.

Volunteers Role: Parking Lot Greeter

Purpose

To greet and direct participants in parking areas at Family Day.

Tasks

- Greet participants as they exit their vehicles.
- Hand out "Family Day Info Sheets" to participants.
- Become familiar with the layout at COP and the Family Day events and activities.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.
- Due to the nature of this role, participants must be mobile (able to walk around the grounds).
- You are NOT required to direct traffic.

Volunteers Role: Race Marshal (10K Run)

Purpose

To ensure participants follow the correct route and adhere to the course rules.

Tasks

- Look out for the health and safety of the participants.
- Become familiar with the event rules and course.
- Direct participants so that they keep on course.
- Provide encouragement and support to participants.
- Due to the nature of this role, we ask that volunteers DO NOT bring along children.
- Due to the nature of this role, participants must be mobile (many marshal points cannot be reached by vehicle).
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Race Marshal (Mountain Bike Race)

Purpose

To ensure participants follow the correct route and adhere to the course rules.

Tasks

- Look out for the health and safety of the participants.
- Become familiar with the event rules and course.
- Direct participants so that they keep on course
- Provide encouragement and support to participants.
- Due to the nature of this role, we ask that volunteers DO NOT bring along children.
- Due to the nature of this role, participants must be mobile (many marshal points cannot be reached by vehicle).
- Please bring a lawn chair.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Registration

Purpose

To register all participants and to ensure that all participants are signed in and have proper company and photo ID.

Tasks

- Register participants by checking for valid ID* and comparing to names on the Team Waiver.
- Register only enough members per company as the rules allow. If other members of the company show up to register, they may be there to play in a second game. You may add them to the team waiver once the company's first game is complete. Please Note: This DOES NOT apply to the following events: 10K Run, Mini-Golf, Mountain Bike, Scavenger Hunt, Trivia and Urban Orienteering.
- Ensure companies meet the co-ed requirements for the event.
- Become familiar with the default and no show rule at your event.
- If required, hand out score sheets and sportsmanship ballots to team captains.
- If required, hand out any additional information about the event at the time of registration.
- Direct participants to appropriate fields, courts, tables, or the start area.
- Registration for the following events will be outdoors: Beach Dodgeball, Bocce, Mini-Golf, Mountain Bike and Softball. Please dress appropriately for the weather.

*Valid ID: In order to ensure fairness, participants will be asked to produce 1) photo ID proving they are who they claim to be, AND 2) company ID proving they work for the company in question. Therefore, all participants must produce ID on every day of each event in which they participate.

NO ID = NO PLAY, NO EXCEPTIONS

Acceptable forms of ID:

1. An employee photo ID (security) card; or
2. Driver's license or other photo ID (Costco card, passport, gym or other membership card), plus one of the following:
 - A letter signed by the company's human resources department verifying that the participant is employed by the company. One letter containing a list of all company employees who participate in the CCC is ideal. Each participant (or at least each team captain) should carry a copy of the letter. Please give the letter back to the company as CCC does not keep them.
 - A company benefits card.
 - A company pay stub or photocopy of same.
 - An official company business card, not handwritten.
 - A corporate credit card with the company name on it.

Unacceptable forms of ID:

- Letters for human resources with a "fill in the blank" for the employee name.
- Social Insurance cards, personal credit cards or other non-photo ID cards.
- Calling a company phone line to hear the person's name on the answering machine.
- Email.

Volunteers Role: Results

Purpose

To collect score sheets and record scores in a timely and accurate manner.

Tasks

- Record all scores and/or times in a timely and accurate manner.
- Post the scores and/or times on an ongoing basis and in a timely manner.
- Hand in the result sheets to the Event Coordinator.

Volunteers Role: Results / Support

Purpose

To collect score sheets and record scores in a timely and accurate manner and to assist the Softball Event Coordinator in specific areas.

Tasks

- Become familiar with pod and diamond locations and posted tournament schedules and assist in directing teams to the appropriate pod / diamond location.
- Monitor and collect score sheets as required.
- Post the scores on an ongoing basis and in a timely manner.
- Hand in the score sheets to the Event Coordinator.
- Assist Event Coordinator as directed.
- Answer player questions using Calgary Corporate Challenge staff and volunteer committee support.
- Hold supply of extra game balls for umpires.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Results Runner

Purpose

To collect score sheets and record scores in a timely and accurate manner and to assist the Horseshoes Event Coordinator in specific areas.

Tasks

- Monitor and collect score sheets as required.
- Post the scores on an ongoing basis and in a timely manner.
- Hand in the score sheets to the Event Coordinator.
- Assist Event Coordinator as directed.

Volunteers Role: Runner

Purpose

To help participants with their Scavenger Hunt items.

Tasks

- Greet participants.
- Help participants carry their food donations to the Food Bank truck.
- Help participants carry their Scavenger Hunt items into the venue.
- Help participants carry their items back to their vehicles once tally is complete.

Volunteers Role: Scorekeeping

Purpose

To record the score (Basketball, Beach Dodgeball, Mini-Golf, Soccer and Ultimate Frisbee) and keep all games running in a timely manner.

Tasks

- All scorekeepers will be trained on-site by the Event Coordinator(s) just prior to their shift.
- Familiarize yourself with the event rules, in particular how points are determined (scored).
- Ensure that both teams have the appropriate pinnies (Basketball and Soccer) or different coloured t-shirts (Ultimate Frisbee). Not applicable for Beach Dodgeball and Mini-Golf.
- One person will operate the score clock (Soccer and Ultimate) or score flip chart (Basketball and Beach Dodgeball) to display the running time and score on each court / field.
- One person will track the scores and fouls on the score sheets provided.
- Collect Player Roster Forms for Soccer before each game.
- Both scorekeepers will notify the referee (Basketball and Soccer) if there are any concerns, fouls or technical difficulties that the referee should be aware of.
- Report all scores and return score sheets to the Event Coordinator at the end of the night / shift.
- Ensure team captains fill out a sportsmanship rating card after each game.
- Ensure pinnies, game balls and other equipment is left on the court / field.
- Please eat dinner before your shift as there may not be time to eat between games.
- Scorekeeping will be outdoors for the Mini-Golf event. Due to the nature of this role, volunteers must be mobile (you will be walking the 9 hole course). Please dress appropriately for the weather.

Volunteers Role: Set-Up Crew

Purpose

To assist in the set up of the Family Day event.

Tasks

- Setting up equipment such as tables, pop-up tents, banners, signage, etc.
- Assisting Games Staff and Event Coordinators where required
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.
- **This role requires the ability to lift items of approx 20 lbs.**

Volunteers Role: Tally

Scavenger Hunt:

Purpose

To check and record Scavenger Hunt items, allocating specific points and calculating each teams score in a timely and accurate manner.

Tasks

- Check and record items, comparing to the master list, and allocate points.
- Calculate total team points.
- Hand sheets to the Event Coordinator (or assigned person) for verification.

Trivia:

Purpose

To collect, check and score Trivia answer sheets, allocating specific points and calculating each teams score in a timely and accurate manner.

Tasks

- Collect all answer sheets.
- Check answers to the master answer sheet and accurately allocate points for each question.
- Tally points totals for each round.
- Hand sheets to the Event Coordinator (or assigned person) for verification.

Volunteers Role: Tugs Floater

Purpose

To assist the Event Coordinator as required.

Tasks

- Provide general assistance throughout the event; responsibilities may include set-up and/or tear-down of event signage and equipment, results tabulation, crowd control, greeting of participants, etc.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Tugs Marshal

Purpose

To ensure teams are in their assigned lane and understand the rules and safety precautions, prior to the start of their heat.

Tasks

- Look out for the health and safety of the participants.
- Become familiar with the event rules.
- Line up the team in front of the vehicle. Make sure the first person on the tug rope (closest to the semi-trailer) is not inside the marker on the tug rope. This is to ensure that the tug team is a suitable distance from the front of the vehicle. NOTE: Each vehicle will have a driver operating it for safety.
- Direct participants to exit via the far end of their lane.
- Provide encouragement and support to participants.
- Provide assistance to the drivers in backing up their vehicles to the start line, in preparation for the next heat.
- Ensure that the tug rope is securely tied to the vehicle prior to each tug.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.

Volunteers Role: Turnaround Point Monitors

Purpose

To ensure all 10K Run participants make it to the turnaround point.

Tasks

- Check off participant bib numbers as they pass the turnaround point (a list of bib numbers will be provided).
- At the end of the race, report results to the Event Coordinator.

Volunteers Role: Volunteer Registration

Purpose

To register all company volunteers in a timely manner so they can begin their volunteer role. Once all company volunteers have been registered, you may be asked to assist with general registration or another task.

Tasks

- Make certain all company volunteers sign in and complete a Volunteer Waiver Form.
- Make certain all company volunteer print their name in their company's spot on the green "Company Volunteer Sign-In Sheets".
- Ensure each volunteer receives his or her company volunteer t-shirt package.
- Direct company volunteers to their appropriate areas or to the Event Coordinator for direction.
- If required, make sure company volunteers receive their appropriate equipment.
- Once registration for company volunteers is complete you may be asked to assist other areas, if required.

Volunteers Role: Water / Aid Stations

Purpose

To ensure racers receive water at the turnaround point.

Tasks

- Ensure there is an adequate supply of water and cups.
- Ensure cups are filled and ready to pass to racers.
- Pass cups to racers.
- Greet and encourage all racers.
- Keep area clean of all used cups.
- Please dress appropriately for the weather as this volunteer assignment will be outdoors.