

## Pre-Race Volunteer Opportunities

Note: Unless otherwise noted, these positions usually require a 2 hour commitment, from 7:30-9:30. Pre-race volunteers are eligible to run in the race if they inform the Race Director of their intention to do so.

Registration begins at 8:00, but all registration volunteers are asked to arrive at 7:30 to help set up. Set up involves bringing the tables, chairs and boxes of material from the locker we have at the boat house. Likewise, registration volunteers who are not running the race are asked to help move the majority of the tables, chairs, and boxes back to locker when registration is complete at 9:00.

**Pre-registration pick-up:** For those runners who have registered online, the race directors will already have their bibs ready. Volunteers will simply look-up the name on the pre-registered list, find the bib in the box, and hand it over to the runner.

**Same-day registration:** A busier job, this volunteer position hands out bibs and registration forms to runners who are registering on site. He or she carefully marks down the distance the runner is running and the bib number on the registration form, and directs the runner to the next table to fill out the form.

**“Fill out” table:** Same-day registrants will come to this station to fill out their registration form and attach their race bib to their outer clothing. The volunteer(s) at this station is available to offer guidance for filling out the form, hands out pins for the bibs, and directs runners to the final registration station.

**Payment table:** The final step of the same-day registration process is payment. Volunteers at this station have two tasks: 1) collecting the registration forms and ensure all of the information (i.e., name, age, distance) is filled out and that the bib number on the form matches the bib number the runner is wearing, and 2) collects payment (and returns change as necessary).

**“Kids and Youth Races” table and race:** Each race day, we offer something for the younger set that isn't ready for the big race yet. The Kid's race is 100 yards, set up in the parking lot. The Youth race is a total of ¼ mile (from the 5K start up to Ellita St and back). This volunteer will set up the “course, register all young runners (with the assistance of their parents or guardians), and manage the start and finish races. More complete instructions are available from the race director.

*(This position requires a time commitment from 8:00-9:00; registration volunteers will usually be eligible to also run in the race)*

**Finish line set-up:** A more “heavy lifting” job is helping set up the finish line. This volunteer will set out the traffic cones and flags, as well as assist the timing team assemble the “finish arch.”

**Information table:** Veteran LMJS members who are interested in sharing news about the club and its sponsors are welcome additions to the Information Table. There, volunteers will be available to answer basic questions about the club and races. It’s ok if you don’t know the answer to a harder question. Usually a Board Member is around to ask, or just get a contact email and we’ll get back to that person. *(This position requires a longer time commitment, from 8:00-11:00; If one volunteer isn’t able to do the whole shift, it can be a job split between two people. Just let the race director know so that he/she can find a second person)*

## **End of Race Volunteer Opportunities**

Note: Unless otherwise noted, these positions require a 2 hour commitment, from 9:00-11:00.

Volunteers in these positions will also be asked to help pack up remaining materials and return to our locker at the boat house when the race has been completed.

**Water table:** Whether it’s a scorching day or a typical foggy Oakland morning, the water table is a vital runner support system. The water table volunteer will set up the table, and maintain a good amount of filled water cups for runners in-between laps or those finishing the race. *(This position requires a time commitment from 9:00-11:00, or until the end of the race)*

**Chute management:** With chip timing employed at all of our races now, volunteer duties at the finish line are much easier! We usually look for 2 volunteers or so to “manage” the chute, making sure all of the runners cross the finish line and continue to move away from the path of others finishing after them. Also, we need someone to hand out finisher ribbons to all of those who want them. These positions also make excellent cheerleaders for the finishers and those 10K and 15K runners finishing their lap. *(This position requires a time commitment from 9:00-11:00, or until the end of the race)*