



## **AIDS Run & Walk Chicago Volunteer Job Descriptions**

### **VOLUNTEER CHECK IN**

Volunteers will be needed to assist at the volunteer tent. These volunteers will check in the volunteers against the master list, or add and assign a new volunteer to our records. Each volunteer will receive a t-shirt and sight map.

**6:00am – 10:30am**

### **GREETERS/INFORMATION ATTENDANT**

Volunteers will assist participants by directing them to various locations throughout the event site, answering questions, and helping with crowd control. Volunteers must be knowledgeable and energetic. A 15-minute, group-training session will be given upon arrival.

**6:30am – 10:30am**

### **RUNNER & WALKER REGISTRATION**

Volunteers will be needed to check-in and process participants who are choose to register for *AIDS Run & Walk Chicago* on event day. Available positions include cashiers, assigning bib tag numbers, and passing out t-shirts. Volunteers should be able to handle questions and a flurry of activity simultaneously.

**6:30am – 11:00am**

### **PRE-REGISTRATION / PACKET PICK UP**

Volunteers will pass out bib tag numbers and t-shirts to those participants who have sent in their application by mail or through on-line registration. Volunteers should be able to handle questions and a flurry of activity all at once.

**6:30am – 11:00am**

### **AIDS RUN & WALK CHICAGO COURSE MARSHAL**

Volunteers will be placed along the run/walk courses to direct and encourage runners and walkers. Individuals will be driven out onto the course and picked up after the event is over. The Course Marshall Captain will describe the exact duty depending on designated course location. A bright, orange vest or flag will be issued. Weather-friendly attire should be worn.

**7:30am – 12:00pm**

### **COURSE WATER DISTRIBUTORS**

Approximately **30** volunteers will be required to fill water cups one third full with water at one of several water stations. Emphasis will be placed on keeping the tables full and cleaning the area after the runners/walkers has passed. Volunteers helping with this task should be enthusiastic and prepare to cheer on the runners/walkers as the participants receive water.

**7:30am – 12:00pm**

### **FINISH LINE MANAGEMENT**

About **20** volunteers are needed to help at the Run and Walk Course Finish Line. Duties include removing microchips from participants' shoelaces and manual recording of random participants' times.

Crowd control is also needed to keep runners and walkers moving after crossing the finish line. Instruction will be given on event day. Jobs are simple, but important. Emphasis will be placed on working quickly and efficiently, in a crowded area.

**9:30pm – 12:00pm**

**GEAR CHECK**

Participants will bring their personal items, such as sweats, jackets and supplies that they will not run/walk with. We offer them an area to check-in these items. About **20** volunteers are needed to collect the items from the participant, bag them, mark the bag with their bib tag number and store it for them until they are finished. Items will be identified by bib numbers.

**7:00am – 12:00pm**

**CHIP PICK-UP**

Participants who have signed up to be timed will need to pick up a chip on race day only. **15** Volunteers will need to ensure that participants show their bib number and get issued the chip number that corresponds with that bib number. They will also need to instruct participants to wear the chips on their shoelaces so that their time is captured accurately.

**7:00am – 12:00pm**

**START & FINISH LINE WATER SET-UP**

Approximately **20** volunteers will be required to fill water cups one third full with water on top of tables at the start and finish lines. Participants will help themselves to the water, but volunteers will need to maintain the supply and appearance of these two areas. This involves packing cups as tightly together onto the tables to maximize the number available to participants at any given time, continually filling up new cups as the supply depletes, and cleaning up the area (discarding thrown cups into garbage cans and bagging up garbage cans when full).

**7:00am – 11:30am**

**POST EVENT REFRESHMENTS**

About **20** volunteers will be in charge of organizing refreshments (bagels, fruit, etc.) before the event. Crowd control as well as refreshment distribution will be organized so that the "back of the pack" runners/walkers are able to enjoy the refreshments as well, after the run/walk finishes. This duty also includes cleanup and break down of boxes and collection of bags.

**7:30am – 12:00pm**

**CLEAN-UP**

About **20** volunteers will be in charge of surveying the site and identifying areas that need to be cleaned. Volunteers must be willing to pick up garbage (using plastic gloves, brooms, pans) and bag up garbage in containers that are full.

**7:30am – 12:00pm**

**TOTAL VOLUNTEERS NEEDED (Minimum): 300**

Note: All volunteer job duties are simple tasks. All volunteers will receive instruction on event day. No prior training is necessary for most jobs. There will be special pre-event training for those volunteers working in Pre-Registration/Package Pick-Up and Registration. All jobs are fun and interactive with the runners, walkers and other volunteers.