

Volunteer Positions Job Descriptions

Season Long Positions

Season Long Tasks provide the opportunity for someone to make a significant contribution to the organization by taking on a leadership position to enable this parent run, not for profit organization to be successful.

Head Photographer - Coordinate and post pictures from photographers for each regatta. *2 credits.*

Hospitality Trailer Driver – Experienced trailering volunteer to provide vehicle with towing capability for 6000 lb trailer, pick up trailer at boat house and drive to regatta site, position trailer at regatta, drive trailer home from regatta to boat house. Pittsford Crew vehicle may be available to use or mileage / tolls will be reimbursed. Please contact Jim Curtin or John Leyland for consideration to drive the hospitality trailer. This position will not be posted on iVolunteer but is available for up to 3 credits.

Boat Trailer Drivers - Experienced trailering volunteer to use Pittsford Crew truck to transport 60 ft boat trailers to and from regatta sites. Pick up trailer at boat house and drive to regatta site, position trailer at regatta, drive trailer home from regatta to boat house. Gas / tolls will be reimbursed. Please contact John Bowen or John Leyland for consideration to drive the boat trailer. This position will not be posted on iVolunteer but is available for up to 3 credits.

Hospitality:

Assistant Manager - Assist Hospitality Director with coordinating the volunteers, menu, shopping lists, packing, set up, and break down. Attendance required at all regattas. *This position satisfies a full season of volunteer credits.*

Clean Up Supervisor - Supervises and helps clean up all hospitality equipment at boathouse the day after each regatta. *This position satisfies a full season of volunteer credits.*

Shopper - Shoppers will purchase food and paper products from BJ's for each regatta and pack items in the appropriate bin/cooler back at the boathouse and load onto the hospitality trailer. A large SUV or minivan is needed. *This position satisfies a full season of volunteer credits.*

Meat Pick Up - Day before regatta pick up meat order from Palmer's, 900 Jefferson Rd. Assist in packing the perishables and grocery items into the appropriate bin/cooler and load onto the hospitality trailer. *This position satisfies a full season of volunteer credits.*

Special Event Positions

Pittsford Crew has a pasta psych party for each season before the first regatta. It's an opportunity for the rowers to celebrate the new season and for team bonding.

Pasta Psych Party: *(food donations are not counted towards volunteer credits)*

Set Up / Serving / Clean Up – Arrive before the event to arrange the food / beverage stations and dining tables. Ensure that the food / beverage stations are properly stocked and assist with keeping the stations tidy during the meal. Break down and clean the food / beverage stations, wash donation dishes / utensils, bring garbage / recycling to dumpster. *1 credit*

Chaperones – Walk the campus and ensure the athletes are following the Code of Conduct. Arrive at the start of the party and stay until the last rower leaves the campus. *1 credit.*

Year End Picnic (End of Spring Season):

The year-end picnic is the opportunity for the rowers and their families to celebrate the closure of another successful season, to give out awards and recognize our graduating seniors.

Set Up – Arrive before the event to arrange the food / beverage stations and dining tables. *1 credit.*

Grill Cooks – Cook the wonderful selection of grillable items fresh for the picnic. *1 credit.*

Traffic & Parking – Assist with vehicle and pedestrian traffic to ensure safety and efficient use of our limited parking space at the boathouse. *1 credit.*

Food Runner – Replenish the food stations from the grill or surplus food staging area. *1 credit.*

Drinks – Replenish the beverage stations as required. *1 credit.*

Photographer – Capture all aspects of the event and submit them to the head photographer to share on our website. *1 credit.*

Local Regatta Positions

Hospitality:

Hospitality Clean Up (day after regatta) – Unload the hospitality trailer, clean all pots / pans cooking utensils, clean all the coolers and totes, unpack and put away all the unused non-perishables, clean and organize the nook as required. *1 credit.*

Coffee / Hot Water / Onions – Bring 5 gallons of brewed coffee and hot water to the regatta at the designated time as the rowers arrive at the venue. Large thermal containers will be provided and can be picked up at the nook prior to the regatta. Ground coffee and a commercial coffee maker are also available. Dice 5# of yellow onions to be brought to the regatta along with the coffee. Hospitality will provide the onions and storage tin prior to the regatta. *1 credit.*

Tent Worker – Set up the tents and tables at the beginning of the regatta, assist with putting out the food and beverages, and break down the tents and tables at the end of the regatta. *1 credit.*

Cook – Man the grill to cook breakfast and lunch items, ensure proper food safety is followed. *1 credit.*

Food Prep – Set up the chafing dishes, put out the food and beverages, chop fruit / vegetables / chicken, make pasta / rice / beans as needed. *1 credit.*

Floater – Ensure the snack / beverage tables are replenished, keep the food / beverage stations tidy, empty garbage and recycling. *1 credit.*

Photographer - Takes pictures throughout the regatta and submits them to the Head Photographer. *1 credit.*

Away Regatta Positions (includes the local regatta positions plus these additional jobs)

Bus Chaperones:

Travel Chaperone – on the bus while traveling to and from Pittsford and between the hotel and regatta site. *2 credits*

Daytime Chaperones - will stay on the bus at the regatta site to supervise kids remaining on the bus. *1 credit.*

Hotel Chaperones - People need to supervise and chaperone the rowers while in the hotel, including door taping at bed time and early morning wake up. Plus room inspection on departure morning after the rowers check out. *This position satisfied one volunteer credit per night.*

Pittsford Regatta Positions (includes the local regatta positions plus these additional jobs)

Timing Tent Manager

Timing Tent Worker - Assist with timing for regatta – run stopwatches, record times, generate results, assist Judge/Referees as needed. Work may be required in different locations. *1-2 credits* depending on duration.

Timing Tent Computer Worker - Run computer to generate results. Fluency in Excel required. *1-2 credits* depending on duration.

Timing Tent Assistant Computer Worker - The computer assistant is to read the numbers to the computer person and be a second set of eyes. While doing this, learn the computer person process for ease of processing and backup if needed for bathroom breaks, etc. Knowledge of Excel helpful. *1-2 credits* depending on duration.

Watch / Timer - the watch/timer records the accurate start and stop times of each boat. *1-2 credits* depending on duration.

Phone Person – There is a phone person at the Start and Finish Lines. They will complete the start line sheets as the race is beginning. Once all boats have begun the race, call the phone person at the finish line and provide the needed information so that the computer person can begin their process. The phone person at the Finish line will take the information, being careful to circle the “Start Line” and accurately record: race # event, bow and time. *1-2 credits* depending on duration. *1-2 credits* depending on duration.

Horn Person - The horn person will be at the finish line and will blow the horn as each bow crosses the finish line. One short blow of the horn is all that is needed; this signals to the rowers that they have crossed the finish line and they can now wane off. This also lets the watch / timer know that you are in sync for recording time. *1-2 credits* depending on duration.

Floater - Floaters are a vital part of the timing tent, your flexibility to be able to jump in where needed is greatly appreciated. The floater can be called upon to do most any timing task cross training is appreciated. *1-2 credits* depending on duration.

Excel Sheets for Timing & Regatta Central - Generate race seedings and paperwork prior to regatta. Fluency in Excel required. Must be able to work under strict deadlines in week prior to regatta. *1 credit.*

Regatta Logistics

Logistics - Logistics Person helps with regatta preparation and pickup including set up & take down of tents and equipment. Work intermittently throughout the regatta, with much of the work done early in the morning and at the end of the day. Experienced and non-experienced people needed. *1 credit.*

Set Course: Launch Driver - Launch Drivers requires prior outboard motor experience. Drives the launch (boat) to position the buoys/ lane markers. *1 credit.*

Set Course: Worker – Works in conjunction with the launch driver to place the buoys/ lane markers into position to mark the course. *1 credit*

Dock Mover: Pre Regatta – The day before the regatta, drive the launch boat to tow the dock from the boat house to the regatta location at the Pittsford DPW. Requires prior outboard motor experience. *1 credit.*

Dock Mover: Post Regatta - The end of the last day of the regatta, drive the launch boat to tow the dock from the regatta location at the Pittsford DPW to the boat house. Requires prior outboard motor experience. *1 credit.*

Dock Workers - Assist with pedestrian traffic and directing the shells. *1 credit.*

Floaters - To be on-site and fill in as directed where needed by the volunteer coordinator. *1 credit.*

First Aid – Manage the first aid station to address any rower medical needs. Medical experience and certification required (Doctor, EMT, etc). *1 credit.*

Brush Cutting Manager – coordinate the launch drivers and workers to prepare the regatta course 3 – 4 weeks prior to the regatta. *1 credit.*

Brush Cutter: Launch Driver - — Drive a launch to assist in brush cutting as required. Typically done 3-4 weeks before a regatta. Requires prior outboard motor experience. *1 credit*

Brush Cutter: Worker - Assist in brush cutting on canal as required. Typically done 3-4 weeks before a regatta. *1 credit*

Marshalls & Launches Manager - This position will coordinate the training and performance of all marshals and launch drivers for the regatta. The manager will conduct a meeting with Marshalls and Launch Drivers (approximately 1 - 2 weeks prior to the regatta) to review procedures and responsibilities, and will train launch drivers as required. *1 credit.*

Marshalls & Launches Assistant Manager - This position shall support all the stated tasks of the Marshalls and Launch Manager, taking direction from that person as needed. *1 credit.*

Marshalls - Marshalls ride in the launch to observe safety, monitor activity on the water, and render assistance when needed (no experience necessary). *1 credit.*

Launch Drivers - Launch Drivers will either escort (and stay) with Marshalls during the regatta (being prepared to render assistance if needed), or be asked to support the needs of Judge Referees either as someone who brings them to their position on the course (and potentially stays with them), or serves as their driver for "chasing" boats during sprint events. This position requires prior outboard motor experience. *1 credit.*

Parking Manager – Manages all of the parking coordinators assigning volunteers to positions and ensures that all are wearing proper safety reflective pineys for both regatta days. *3 credits.*

Parking Coordinator – Direct traffic to ensure that spectators are parking in appropriate areas, ensure vehicle and pedestrian safety when entering and exiting regatta venue. *1 credit.*

Merchandise Sales - Set up tent with merchandise displays, manage all merchandise transactions, breakdown tent and merchandise displays at the end of the regatta. The merchandise manager will bring Pittsford Crew and regatta merchandise to the regatta venue, assist with tent set up for merchandise displays, and train the sales volunteers to use the credit card scanner. *1 credit.*