



VOLUNTEER CHECK-IN ASSISTANT

DESCRIPTION

- One (1) parent is required for support of Volunteer Check-In. The VOLUNTEER CHECK-IN ASSISTANT supports the VOLUNTEER COORDINATOR to ensure that there are enough Volunteers for the Meet to proceed.

REQUIREMENTS

- One (1) VOLUNTEER CHECK-IN ASSISTANT is required for all Meets in a Dual Meet. The VOLUNTEER CHECK-IN ASSISTANT will not be changed during a Dual Meet unless under exigent circumstances.

DUTIES

- The VOLUNTEER CHECK-IN ASSISTANT ensures that all Volunteers have checked in and are ready to assume their "signed-up" duties per the Volunteer Job Sheet.
- The VOLUNTEER CHECK-IN ASSISTANT is responsible for assisting the VOLUNTEER COORDINATOR in finding replacement volunteer(s) for those that have not checked-in by the required Meet times.
- The VOLUNTEER CHECK-IN ASSISTANT is responsible updating and tracking all Volunteers for number of Volunteer hours worked, writing down the hours on the Volunteer Job Sheet.
- The VOLUNTEER CHECK-IN ASSISTANT is responsible distributing at the beginning of the Meet and collecting at the end of Meet and noting same on the Volunteer Job Sheet all ID Badges, Notebooks, Pens and any other item(s) distributed to Volunteers.

PRE-MEET

- The VOLUNTEER CHECK-IN ASSISTANT distributes the Volunteer ID Badges, Notebooks, Pen, etc.
 - ❖ Noting on the Volunteer Job Sheet, the Volunteer for the position "signed-up" (or Substitute Volunteer).
 - ❖ Noting what items the Volunteers were given on the Volunteer Job Sheet.

HALF-TIME MEET

- The VOLUNTEER CHECK-IN ASSISTANT collects all items from Volunteers working a half Meet and re-distributing same items to the second shift Volunteers.
 - ❖ Noting on the Volunteer Job Sheet, the Volunteer for the position (or a Substitute Volunteer).
 - ❖ Noting the hours worked and what items the Volunteers returned and/or was given on the Volunteer Job Sheet.

END-MEET

- The VOLUNTEER CHECK-IN ASSISTANT collects all Volunteer ID Badges, Notebooks, Pen, etc. from the Volunteers.
 - ❖ Ensuring all items have been collected and accounted for from all Volunteers noting what items by Volunteer are missing.



- ❖ Tracking Volunteer(S) to obtain non-turned in items.