

Volunteer Job Descriptions (what to expect during your volunteer shift)

Awards:

Job duties associated with **Awards Ceremony**:

- * Stage set up and tear down (some lifting involved)
- * Set up awards
- * Provide info to runners/spectators as needed
- * Keep the stage area secure at all times
- * Help distribute awards

Bag Check:

Job duties associated with **Bag Check**:

- Collect approved clear plastic bags from runners
- Help arrange and safeguard bags in the bag check area
- Help return runner's bags after the race
- Depending on your shift time, help set up and clean up the bag check location

Bag Check Set Up:

Job duties associated with **Bag Check set up**:

- Help set up the bag check tent

Bike Valet:

Job duties associated with **Bike Valet**:

- Assist the Bike Valet staff in checking bikes in and out
- Depending on your shift time, help set up or take down items at the site
- This job is outside, so please dress for the weather

Course Marshals:

Job duties associated with **Course Marshals**:

- Ensure runners stay on the course and stay safe from traffic
- Verbally attempt to keep cars away from the course, however only Police officers can control traffic. If a driver insists on entering the course, DO NOT ATTEMPT TO PHYSICALLY STOP THEM. Warn or stop oncoming runners until the vehicle is clear of your area.
- Sidewalks are to remain open to pedestrians.
- Help runners obtain medical support as needed or in an emergency
- As the last runner passes you, return race cones to the course marshal bus
- Clean up trash at the end of your shift and collect discarded clothing

Course Recorders:

Job duties associated with **Course Recorder**:

- Verify the first 40 men and 40 women of the race
- Help verify who wins the race by monitor bib numbers

- Ensure that runners did not go off course
- Ensure runners are safe from traffic or crowds
- Report your results to the chief field judge
- Expect to be bused out and back from your race location

Split Timers:

Job duties associated with **Split Timers and Sentries**:

- Make sure that the \$1,500 clocks do not fall due to the wind or the runners bumping them.
- Let the runners know what mile it is.
- You are kindly asked to keep this phone number with you on race day: 202-577-1108. Our race

volunteers--especially those of you out on the course serving as course marshals and Split timers--are our eyes and ears for the event. This number which is directly tied into the race operation center. This number should only be used in an emergency.

Doping:

Job duties associated with **Doping Control**:

- You will help as a chaperone to stay with runners who have been selected for drug testing
- Runners must be escorted two and from the testing site, and while waiting for their results.

Athletes are aware of this requirement

- Athletes and chaperones will be grouped by gender
- Perfect pairing is mandatory, so please advise if you can not make your shift as we will need to find a replacement ASAP.
- More details will be provided on race morning

Gators:

Job duties associated with **Gators**:

- Distribute supplies to different stations using a gator
- Gators are only approved to be used on the sidewalks on the Washington Monument Grounds

Heat Blankets:

Job duties: Distribute **heat blankets** to runners (one per runner only) as they come across the finish line

Information Booth:

Job duties associated with **Information Booth**:

- Answer questions about the expo, race, course, procedures, packet pick up, volunteer reporting locations, etc.
- Please look over the layout for the course and staging areas to have a sense for where to direct people.

Judges and Timers:

Job duties associated with **Judges**:

- Attend the briefing about your duties
- Conduct a bib check at the start line to check off runners
- Log the finish order
- Take the list of top 25 Men and Women finishers to the scoring area

Job duties associated with **Timers**:

- Attend the briefing about your duties
- Operate the manual stopwatches (to be provided) that are the backup to chip timing. (USATF requires stopwatch timing in case there is a course record).
- Logging the winning/first place time of your respective race on a form (to be provided)

Logistics Pre-Race:

Job duties associated with **Logistics: Pre Race**

- Help set up tables, chairs, and other equipment in the tents
- Help other stations as needed

Logistics Post-Race:

Job duties associated with **Logistics: Post Race**

- Help break down after the race—fold and stack tables and chairs
- Return equipment found in the tents to the equipment tent
- Return signs to the signs tent

Medal Distribution:

Job duties associated with **Medal distribution**:

- Help unpack and organize medals
- Help distribute medals to runners who purchased them, based off their bib number
- Direct runners who purchased a medal inside the tent for pick up

Muscle Team:

Job duties associated with **Muscle Team**:

- Help lift up to 50 lbs to assemble and transport race equipment

Race Day Parking:

You will be expected to ensure only permitted cars park in the reserved spots.

Refreshments:

Job duties associated with **Refreshments**:

- Help unload boxes
- Help distribute water and refreshments to the runners after the race

Signs:

Job duties associated with **Signs: Washington Monument, Set Up**

- Help set up informational signs throughout the Washington Monument

Job duties associated with **Signs: Washington Monument, Take down**

- Help take down signs throughout the grounds

Corrals:

Job duties associated with **Corrals:**

- Direct runner's into their proper starting positions, based off their bib information (yellow, red, blue, orange, green)
- Help break down the corral area and organize the start line signage
- Ensure every finisher moves quickly through the finish line area
- Prevent runners from backing up in the finish line area
- if needed, help runners obtain medical support
- Direct runners to the refreshment tables

Start Line Set Up:

Plan to help set up the corral area for runners

Race Day Sustainability:

Job duties associated with **Sustainability: Washington Monument Grounds**

Our main priority on race day is to divert as much material as possible from going to landfills and incinerators. We do this in a number of ways, including donating clothing left at the start line, donating extra food to a local pantry, composting food waste and food service ware like compostable cups through Veteran Compost, recycling everything that qualifies, and m

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We will have several waste stations with compost, recycle, and trash bins located inside a set of tables, and volunteers will sort the waste themselves that runners drop onto tables.

Gloves will be provided for your convenience.

You may also be asked to help at the food tables, bag-check area, medal pick-up, or other areas to help manage waste diversion there. Here is an overview of items you can expect to see on race morning:

- * Compostable items may include: banana peels, granola bars, waxed cups, napkins
- * Recyclable items (if empty and clean) may include: plastic bottles, glass, paper, aluminum, cardboard, coffee cups and lids
- * Trash (landfill/incinerator): all other items, except what is listed below

Note: plastic bags and film may be collected separately

Race Day Volunteer Registration:

Job duties associated with **Volunteer Registration Team:**

- Help check in volunteers for their shifts so they get credit for volunteering
- Expect to use your phone and have a charger handy

Race Day Volunteer Tent:

Job duties associated with **Volunteer Tent:** volunteers will be responsible for a range of duties, such as setting up race-day facilities and assisting other Team Captains when needed

Water Stop:

Job duties associated with **Water Stop:**

- Hand out water to runners as they pass by your location
- Help clean up the area after all runners have passed by

Packet Pick Up:

Job duties associated with **Packet Pickup Race Day:**

- Help distribute runner's packets based on bib number, to include their T-shirt

5K Race Day T-shirt Pickup:

Job duties associated with **5K T-shirt Pickup, Race Day:**

- Help distribute runner's t-shirts based on bib number--either cotton or if they purchased a dry-fit shirt.

Merchandise Sales:

Job duties associated with **Merchandise:**

- Help check out customers who wish to purchase race merchandise
- Package orders made online to be ready for pickup
- Depending on your shift, help set up and take down the merchandise table

Runner Support:

Job duties associated with **Runner Support:**

- Help Runner's find their way around the expo
- Assist with the flow of traffic in and around the expo

Speaker Series:

Job duties associated with **Speaker Series**

- Help set up the area
- Assist with photographs and autographs
- Help organize the line

Expo T-Shirt Pickup:

Job duties associated with **T-Shirts**

- Distribute shirts to runners based on what they signed up for, per their bib number. Mark that the shirt was picked up for accounting purposes.
- Direct people to the T-Shirt exchange table if they want to change sizes.
- Direct people to the merchandise table if runners want to purchase a dry fit shirt.

Expo T-Shirt Exchange:

Job duties associated with **T-Shirt Exchange**

- Help runners exchange their shirts for a different size
- Direct people to the merchandise table if runners want to purchase a dry fit shirt.

Expo T-shirt Sorting and Setup:

Job duties associated with **T-Shirt Set Up**

- Help unbox T-shirts and organize them for later hand out

Expo Takedown:

Job duties associated with **Expo Take Down**

- Help deconstruct the expo hall. Must be able to lift 40-50lbs and know how to use hand trucks to move equipment/boxes.

Expo Volunteer Lounge:

Job duties associated with **Volunteer Lounge**

- Help move cases of water, set out food, and rearrange tables to set up the volunteer lounge
- Staff the lounge and help volunteers find what they need
- Ensure only volunteers come into the lounge
 - Heavy lifting might be required

Kids Run Activities:

Job duties associated with **Kids Run Activities**

- Assist with kids' fun activities before and after the run

Kids Run Course Marshals

Job duties associated with **Kids Run Course Marshal**

- Monitor the course to ensure that the kids stay on course and are safe

Kids Run Refreshments:

Job duties associated with **Kids Run Refreshments**

- Set up and pass out post-race refreshments

Kids Run Registration and Packet Pickup:

Job duties associated with **Kids Run Registration**

- Hand out packets and register kids for the Kids Run

Kids Run Security:

Job duties associated with **Kids Run Security**

- Monitor entrance and exit of the secure start/finish area

Kids Run Setup:

Job duties associated with **Kids Run Set Up**

- Set up the Kids Run staging area and race course

Kids Run Start/Finish:

Job duties associated with **Kids Run Start/Finish Line**

- Organize runners at the start and finish of the Kids Run

