VOLUNTEER JOB DESCRIPTIONS

What to Expect During Your Volunteer Shift

AWARDS

Job Duties:

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

BAG CHECK

Job Duties:

- Collect approved clear plastic bags from runners.
- Help arrange and safeguard bags in the bag check area.
- Help return runners' 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:

- Help set up the bag check tent.

BIKE VALET

Job Duties:

- 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:

- Ensure runners stay on the course and remain 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.
- Ensure sidewalks 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:

- Verify the first 40 men and 40 women in the race.
- Help verify race winners by recording bib numbers.
- Observe for runners going off course.
- Ensure runners are safe from traffic and crowd.
- Report your results to the chief field judge.
- Expect to be bused to and from your race location.

DOPING CONTROL

Job Duties:

- Serve as a chaperone for runners who have been selected for drug testing.
- Escort runners to and from the testing site and remain with them while they wait for their results.
- Athletes are aware of this requirement.
- Athletes and chaperones will be grouped by gender.
- Perfect pairing is mandatory. Please advise us if you cannot make your shift, as we will need to find a replacement as soon as possible.
- More details will be provided on race morning.

INFORMATION BOOTH

Job Duties:

- Answer questions about the expo, race, course, procedures, packet pickup, volunteer reporting locations, etc.
- Please review the layout of the course and staging areas so you have a sense of where to direct people.

JUDGES AND TIMERS

Job Duties – 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 the top 25 men and women finishers to the scoring area.

Job Duties – Timers:

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

LOGISTICS – PRE-RACE

Job Duties:

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

LOGISTICS – POST-RACE

Job Duties:

- Help break down after the race by folding and stacking tables and chairs.
- Return equipment found in the tents to the equipment tent.
- Return signs to the signs tent.

MEDAL DISTRIBUTION

Job Duties:

- Help unpack and organize medals.
- Help distribute medals to runners who purchased them, based on their bib numbers.
- Direct runners who purchased a medal inside the tent for pickup.

MUSCLE TEAM

Job Duties:

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

RACE DAY PARKING

Job Duties (VIP Race Day Parking):

- Ensure only permitted cars park in the reserved spots.

REFRESHMENTS

Job Duties:

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

CORRALS

Job Duties:

- Direct runners into their proper starting positions based on 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.

RACE DAY SUSTAINABILITY

Job Duties – 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 several ways, including donating clothing left at the start line, donating extra food to a local pantry, composting food waste and food service ware, and recycling everything that qualifies.

- We will have several waste stations with compost, recycling, and trash bins located inside a set of tables. Volunteers will sort the waste that runners drop onto the tables.
- Gloves will be provided for your convenience.
- You may also be asked to help at the food tables, bag check area, medal pickup, or other areas to help manage waste diversion.

Overview of Items You Can Expect to See on Race Morning:

- **Compostable Items:** Banana peels, granola bars, waxed cups, and napkins.
- **Recyclable Items (if empty and clean):** Plastic bottles, glass, paper, aluminum, cardboard, coffee cups, and lids.
- **Trash (landfill/incinerator):** All other items, except plastic bags and film.

VOLUNTEER REGISTRATION

Job Duties (Volunteer Registration Team):

- Help check in volunteers for their shifts so they receive credit for volunteering.
- Be prepared to use your phone if the Ipads malfunction. Please have a charger handy.

RACE DAY VOLUNTEER TENT

Job Duties:

- Volunteers will be responsible for a wide range of duties, such as setting up race-day facilities and assisting other Team Captains when needed.

WATER STOP

Job Duties:

- Set up water stations by filling cups with water and Gatorade.
- Hand out water to runners as they pass by your location.
- Help clean up the area after all runners have passed by.

PACKET PICKUP

Job Duties (Race Day):

- Verify runner information and distribute race packets based on bib numbers.

5K RACE DAY T-SHIRT PICKUP

Job Duties:

- Help distribute runners' T-shirts based on bib numbers, either cotton shirts or purchased dry-fit shirts.

RUNNER SUPPORT

Job Duties:

- Help runners find their way around the expo.
- Assist with the flow of traffic in and around the expo.

EXPO T-SHIRT PICKUP

Job Duties:

- Distribute the t-shirts to the appropriate location on the table.
- Tear down empty boxes