

# MEYO Volunteer Job Descriptions

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## DESCRIPTIONS OF ALL MEYO VOLUNTEER POSITIONS

### ADVISORY COMMITTEE MEETINGS

Advisory committee meetings are held once each month at the YMCA and last approximately two hours. All of the heads of committee should attend these meetings.

### PRESIDENT

The President presides at all of the meetings of the Advisory Committee, and has the general supervision of the activities of the MEYO Swim Team. He/She serves as meet director for all swim meets, coordinates the activities of all standing committees in preparation for and during the home swim meets, and represents the MEYO Swim Team Boosters in the hiring and evaluating of the swim team coaching staff. He/She communicates with the YMCA Aquatics director, coaching staff, and parents as needed.

### VICE PRESIDENT

The Vice President discharges the duties of the President in his/her absence. This is a learning position to eventually slip into the President's position.

### SECRETARY

The Secretary keeps a complete and permanent record in the form of minutes that are taken at each Board meeting. After each Advisory Committee meeting, the Secretary puts copies of the minutes into the mailboxes of each of the Board members, and also a copy into the Secretary's binder that is permanently kept on the bookshelf in the Aquatics office.

### TREASURER

The Treasurer does the bookkeeping for the Booster Club's finances and works closely with the Aquatics Director at the YMCA. The Treasurer is in charge of the committee that sets up the budget each year and presents a report on the current status of the Booster Club's finances at the monthly Board meetings. A written financial statement is also prepared and distributed to the Advisory Committee each month and a copy is put into the Treasurer's binder that is available to swim team parents and is permanently kept on the bookshelf in the Aquatics office.

### FAMILY ACCOUNTS

This person does the accounting for each family. Each month an updated statement is prepared for each family detailing all deposits and money withdrawn for meet fees, Booster Club fees, and USA registration fees. The Family Accounts volunteer also presents a report for the monthly Advisory Committee meetings.

### MEET DIRECTOR

The Meet Director runs each home meet by arranging for the rental of the pool. He/She also provides detailed work descriptions and oversees the responsibilities for Meet Coordinators during each home meet. The Meet Director also makes sure the pool is set up properly and everything is clean and neat when the meet is over.

### VOLUNTEER COORDINATOR

This person arranges for all parent volunteers for home meets and other functions where we need volunteers such as the banquet etc. The coordinator puts flyers in mailboxes and makes sure each family has signed up for a specific job. The coordinator also makes sure each person, signed up for a job, shows up and works. A list of the volunteer positions needed, can be found in the binder marked "Inventory" in the Aquatics office.

### MEET SET UP & TAKE DOWN

This job is a vital part of home meets. The timing system, sound system, and computer systems are all set up and in working order when the swimmers arrive and then taken down and packed away at the end of the meet. The equipment for set up is in one area and is labeled and organized to make the set up and take down quick and easy.

### CONCESSIONS

The concession volunteers set up the snack bar at each home meet. They decide on the menu for hot and cold food, do the shopping, work the concession stand along with many other volunteers, and clean everything up at the end of the meet. Reminders are placed in mailboxes detailing what items parents should donate for the home meets. All deposits and withdrawals for concession supplies and proceeds are cleared through the treasurer.

### CLERK OF COURSE

The Clerk of Course stages the heats for 8 & Unders and sometimes 10 & Unders at home meets.

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## **AWARDS**

The Awards person is in charge of ordering the ribbons and medals that the swim team needs for home meets and also the trophies for the yearend banquet. Left over ribbons are labeled and stored in the Aquatics office. There is also an inventory of left over medals in the binder marked Inventory, and a binder detailing ordering procedures on the shelf in the Aquatic office. During a home meet, the Awards person is in charge of handing out the awards to the swimmers. Volunteers will be assigned to the awards table to help on the day of the meet. At the end of the meet the leftover medals and ribbons are counted, recorded in the inventory binder, and put away.

## **FUNDRAISING**

This person is in charge of organizing fundraising opportunities for the MEYO Swim Team. Fundraising volunteers work closely with the Board to determine which fundraising activities would be appropriate for our team.

## **SOCIAL COMMITTEE**

The Social Committee sets up all social functions that may occur such as: the Intrasquad meet, bowling/pizza party, spaghetti dinner, banquet, or any other functions the Board approves for the team.

## **NEWSLETTER EDITOR**

The editor gathers information, writes, and then edits the Oāopi Eye newsletter monthly. Volunteers are needed to help gather information for the newsletter.

## **CLOTHING**

The clothing person presents designs and styles of team shirts, sweats, suits, etc. to the club. He/She also makes contact to ensure adequate availability of merchandise when dealing with a local vendor. The clothing person distributes each swimmer's order once the clothing comes in. No clothing purchases for the team should be made unless they have notified the clothing person first.

## **PERSONAL BEST REWARDS**

This person orders personal best beads. After a meet, time sheets are printed out for each child. This sheet is put in a snack baggie along with beads if they have dropped time in any of the events that they swam at the meet.

## **MEET ENTRIES**

Entries are completed on-line. A volunteer searches for the meet descriptions for our website. These are time sensitive and must be e-mailed to MEYO's web master the minute they are available.

## **COMPUTERS**

The computer person sets up all home meets on the computer. He/She corresponds with other teams and along with other volunteers, does the computer entry at home swim meets.

## **HEAD OFFICIAL**

The Head Official arranges for the Official's training classes and finds Officials to volunteer for all home swim meets. Other clubs may contact MEYO for Officials and Head Officials to meet their needs.

## **HEAD TIMER and TIMERS**

Timers (either 2 or 3 to a lane) time the swimmers at each home meet. The Head Timer organizes all the timers at the timer's meeting prior to each session and is in charge of all the timing equipment, i.e. stopwatches etc.

## **WEB PAGE**

This person keeps the MEYO web page up-to-date.

## **RAFFLE**

Donated raffle prizes are collected from businesses and families. Raffle people work the raffle table at each home meet. Thank-you cards are sent to businesses that donated raffle items. Money is given to the Treasurer.

## **EQUIPMENT**

The equipment person is in charge of making sure the team equipment is all accounted for and replaced if necessary after home meets. He/She also counts, organizes, and records all of the ribbons after a home meet.

## **HANDBOOK COORDINATOR.**

Each year this person updates the MEYO handbook with current information. The coordinator makes sure the handbook is put together in a timely fashion and distributed to each family that joins the swim team.