



## VOLUNTEER COORDINATOR

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- Attend Open House in April and help families sign up for volunteer jobs
- Input sign ups into master volunteer matrix
- Solicit help from families to fill any missing slots in the volunteer matrix
- Send email reminders before each meet to volunteers
- For home meets, make timer assignments by lane and team
- Print name tags for all WF volunteers at the meets
- Oversee check in of WF volunteers at all meets and coordinate with other team's Volunteer Coordinator to make sure all positions are filled
- Hand out stopwatches to timers and tell them whom to give to at the end of the meet
- Coordinate with other committee chairs about any additional volunteer needs they may have