

NWBA Volunteer Job Descriptions 2014

Goody Bag Preparers: Date: TBD

- Separate tournament apparel
- Organize packets and information
- Stuff and separate goody bags for tournament participants

Event Set Up: April 2

- Setting up arena prior to event
 - Hanging banners, setting up tables, chairs, score tables
 - Test score clocks
 - Deliver final equipment
 - Set-Up for the next day

Wheelchair Storage: *As a service to the athletes, and in order to decrease the volume of equipment in the gymnasium, athlete's everyday wheelchairs and game chairs will be stored off of the court surface.*

April 2,3,4,5

- Be able to lift 15 lbs. wheelchairs up or down a height of approximately 4'
- Communicate with other volunteers and athletes
- Monitor access to storage area

Parking Lot Attendants: *The parking lot will be zoned to coordinate activities such as wheelchair storage, team loading and unloading, etc.* **April 3,4,5,6**

- Communicate with other volunteers and drivers for duration of shift
- Direct vehicles to appropriate locations (driving lanes, drop off area, parking spaces)
- Set up and take down cones

Greeter/Registration/Check In: April 3,4,5

- Checking in teams, team affiliates, board members, officials and classifiers
- Pass out team registration packets and goody bags to coaches or team representatives
- Exchange incorrect sizes of apparel
- Pass out ticket packages
- Answer any questions and/or direct them to appropriate personnel

Gym Monitors: *Due to the high volume of people in the gymnasium including players, coaches and spectators, there will be several monitors.* **April 3,4,5,6**

- Address any problem areas, messes, crowd control, risks
- Greet and direct athletes and spectators to specific areas
- Ensure games start and end on time
- Update brackets and report scores
- Sweep courts, fill water, check on bathrooms
- Emergency sub at score tables
- Proactively work and assist where needed to help ensure successful operations
- Run general errands for the tournament director

Game Day Activities: April 3,4,5,6

- Assist with Tournament Shootouts
- Assist with setting up trophy presentations
- Organize and separate all tournament awards and medals (monitor tables once set up)

Information/T-shirt Sales: April 2,3,4,5,6

- Provide event information, direct athletes and spectators to other locations
- Maintain event materials at table
- Sell event t-shirts, collect money and make change
- Keep track of inventory
- Answer general questions

Security: April 3,4,5,6

- Assist with maintenance of traffic flow
- Answer general event inquiries
- Monitoring access of secured areas

Game Table Volunteers:

Timekeeper: Minimum 4 hour commitment April 3,4,5,6

- Previous experience working a scorers table required
- Maintains time clock for assigned game (works closely with Scorekeeper)
- Responsible for completing a game report to be collected by the site director at the end of each game

Scorekeeper: Minimum 4 hour commitment April 3,4,5,6

- Previous experience working a scorers table required
- Maintains scores for assigned game (works closely with Timekeeper)
- Responsible for completing a game report to be collected by the site director at the end of each game

Shot Clock: Minimum 4 hour commitment April 3,4,5,6

- Previous experience working a scorers table required
- Maintain the shot clock during assigned game
- Responsible for completing a game report to be collected by the site director at the end of each game

Clean Up: April 3,4,5,6

- Assist in maintaining the area
- Set up for continuing games
- Return of venue to pre tournament status

Event Break Down: April 6

- Pick up equipment
- Take down banners, tables, chairs, score clocks
- Remove tape from floors

