



Description of Volunteer Duties

Crossing Guards (15-20 people): Crossing guards (CGs) are responsible for ensuring the safety of our runners/walker. CGs will be stationed at every major intersection along the course and are responsible for stopping traffic during the race and making sure our participants remain safe. All CGs will meet with a member of the Kennebunk Police Department prior to taking their perspective positions out on the course. CGs must report to the volunteer check-in station no later than 7:45am. CGs will be dropped off at their stations by 8:30am and will need to remain there until the **ALL** runners/walkers have completed the race. Volunteers will be free to leave generally by 10:15am.

Registration Desk (3 people): Registration desk volunteers are responsible for processing all “Morning Of” registrations. This involves collecting race fees and signed registration forms. All registration desk volunteers must report to the volunteer check-in station no later than 6:30am- registration opens at 6:45am. Volunteers will be free to leave by 9:30am.

Pre-registration Desk (2 people): Pre-registration desk volunteers are responsible for distributing race-day bags to all of our pre-registered runners. Bags will already be filled with race bibs, T-shirts (for those runners that signed-up by the deadline) and sponsor goodies. Volunteers will need to locate participant’s bags and check them off the list. All pre-registration desk volunteers must report to the volunteer check-in station no later than 6:30am- registration opens at 6:45am. Volunteers will be free to leave by 9:30am.

Food Prep (2 people): Food prep volunteers are responsible for helping set-up the food tables and water bottle station prior to the race. We have various food donations coming in and need assistance unpacking and displaying. Volunteers will also need to remain available for re-stocking and clean up during and after the race. All food prep volunteers must report to the volunteer check-in station no later than 7:00am. Volunteers will be free to leave by 10:30am.

Finish Line Assistants (3 - 4 people): Finish line assistants will provide assistance to our race day timing company. Volunteers will receive direction from the timing company, but generally help ensure that as runners cross the finish line and travel down the “finish- shoot” that they remain in order. Additionally, volunteers may be asked to help collect the removable race bib numbers. All finish line assistants must report to the volunteer check-in station no later than 8:30am. Volunteers will be free to leave by 10:30am.

Van Drivers (3 - 4 people w/ passenger vans): Van driver volunteers are responsible for shuttling participants from Sea Road Elementary school up on Sea Road down to the Start/Finish line. Drivers will be provided with a van to drive. However, if a volunteer has their own personal van and would willing to use it for the race, please let us know prior to race day. Fuel costs will be reimbursed. Drivers will also need to remain after the race to shuttle participants back to their vehicles at the end of the race. All van drivers must report to the volunteer check-in station no later than 6:30am. Volunteers will be free to leave by 10:30/11:00am.

Parking Lot Director (1 person): The parking lot director is responsible for directing race participants into the Sea Road Elementary parking lot. This volunteer will explain the shuttling process and answer any questions participants may have. It is extremely important that our race participants understand where to wait for the shuttles and how they will return to their vehicles after the race. The parking lot director volunteer must report to the volunteer check-in station no later than 6:30am. The volunteer will be free to leave by 9:30am.

Water Stop Assistants (5- 8 people): Water stop assistants are in charge of running the water stop we have set up along the race course. Race participants will pass by the water stop twice. Assistants will be responsible for filling up plastic cups and handing them out to runner/walkers as they go by. Water stop assistants will also be responsible for cleaning up the water stop after the race. All water stop assistants must report to the volunteer check-in station no later than 8:15am. Volunteers will be free to leave by 10:30am.

Mile Timers (2 people): Mile timers are responsible for **yelling** out split times to all runners/walkers as they pass by the 1 mile and 2 mile markers. Volunteers will be given stop watches which will be synced up with the official race timer. As runners/walkers pass by, the mile timers will inform the participants of their time. Volunteers will need to bring cell phones, as this will ensure that they begin their watches when the horn goes off at the start of the race. Mile timers must report to the volunteer check-in station no later than 8:15am. Volunteers will be free to leave by 10:30am.

T-Shirt Sales (2 people): T-shirt sales volunteers are responsible for selling race day T-shirts to participants who did not register in time to receive free T-shirts. T-shirt availability will be limited. Volunteers will be responsible for handling money and making change if necessary. T-shirt sales volunteers must report to the volunteer check-in station no later than 7:00am. Volunteers will be free to leave by 11:00am.

Pledge Collector (1 person): The pledge collector volunteer is responsible for collecting race day donations that participants have collected. Participants have been asked to raise additional money on their own. In exchange, participants receive one raffle ticket for every \$100 raised- the raffle prize is an LL Bean tent. Additionally our top fundraiser will receive a one-year membership to Quest Fitness a local sports gym. The pledge collector will be in charge of handling all money and distributing raffle tickets as necessary. Lastly, this volunteer will also need to keep track of all donations in order to determine who our top fundraiser is. The pledge collector must report to the volunteer check-in station no later than 6:45am. The volunteer will be free to leave by 10:30am.

Volunteer Check-in (1 person): The check-in volunteer is responsible for checking in all race day volunteers. This volunteer will have a sign-in sheet and will need to ensure that all volunteers provide us with the required contact information. The check-in volunteer will direct all volunteers to their assigned stations and answer any questions. At check-in all volunteers will also be issued their volunteer T-shirts—which will need to be collected at the end of their shifts. The check-in volunteer will also be responsible for handing out volunteer raffle tickets and thank you letters. The check-in volunteer must report to the volunteer check-in station no later than 6:30am. The volunteer will be free to leave by 11:00am (Due to the fact that this individual must check-in and out all volunteers he/she will be the last volunteer to leave).



Volunteer Quick Facts

- All duties will be assigned prior to race day. We will try our best to honor all volunteer duty requests, but understand that we will need to fill all positions.
- We greatly appreciate individuals who are willing to offer their time to help volunteer at the Nicole's Run. To ensure that all assigned duties are completed and receive full attention we do **not** allow volunteers to participate in running/walking the race. If you would like to participate, we gladly welcome you to do so, but kindly ask that you do not sign-up to volunteer.
- Volunteers will need to arrive at the KBIA and check-in at their designated times. **Please do not be late**, as several positions will require set-up/ drop-off time prior to the start of the race. In particular—crossing guards must attend a short meeting with the a member of the Kennebunk Police prior to being dropped off at their stations at 8:30am, so please arrive on time (or early).
 - For those volunteers that do not begin their duties until after 8am, please allow for extra time to find parking. Our participants will begin arriving by 7am and beach front parking will likely be filled by 7:30am. Parking will be available at the Sea Road elementary school on Sea Road--- but you should budget an extra 20-30 minutes for shuttle transportation down to the race.
- All volunteers will be issued a volunteer T-shirt at check-in. These shirts will need to be returned at the end of your shift. These T-shirt are **NOT** to be taken home. Although we used to give volunteers T-shirts in the past, in an effort to lower our race expenses (and thus donate more money to Caring Unlimited) we have decided to re-use the volunteer T-shirts year after year.
- However, to acknowledge the hard work of our volunteers--- all volunteers will receive a raffle ticket at check-in which will place you in the running for a gift certificate to a local area shop/restaurant. In order to eligible for the prize you must have turned in your T-shirt at the close of your shift. You do **NOT** need to present in order to win. We will collect all addresses as part of the check-in process, so that if your shift ends prior to the close of the race and you decide to go home—we will mail your prize to you.
- In addition to the assigned volunteer positions, we will need help at the end of the race to clean up the start/finish line area. The KBIA has graciously donated their grounds for our use and we need to ensure that we leave the area as clean as we found it (if not better). Any volunteer who is able to stay past 10:30am—we would gladly accept your help.
- Those volunteers whose duties will be completed prior to 10:00am should be aware that the road the course follows will be shut-down for the safety of our participants, and therefore you will be unable to leave prior to the road re-opening unless you have parked beyond the course limits. Please keep this in mind when parking in the morning if you wish to leave promptly at the end of your shift.
- If at any time you have any questions, please feel free to call Jenn Walker (207-730-1880).