

# MARIETTA SHAMROCK SHUFFLE 5K

## VOLUNTEER ASSIGNMENTS

**Packet Pick-Up Volunteers** – needed the day before the race, Friday from 2-7pm, 6-8 volunteers needed  
**Packet Pick-up Location:** Hugh L. Grogan Jr. Community Center, 510 Lawrence St, Marietta, GA 30060

Packet Pick up volunteer duties include assisting with distributing race packets, t-shirts and information to pre-registered runners; assisting with onsite registrations; and assisting with pre-race raffles. This team works under the direction of the Shamrock Shuffle Registration Director.

**Race Day Registration Volunteers** – needed on race day, Saturday from 7- 11am, 4-6 volunteers needed  
**Location:** Marietta Square, 75 East Park Square, Marietta, GA 30060

Registration volunteers are needed on race day starting 2 hours before the start of the race. This team helps with registration set-up. Race Day registration opens at 8am. Registration volunteers will confirm pre-registrations, distribute race packets, swag bags and t-shirts. Registration volunteers will also assist with on-site registration for runners who did not pre-register. This includes collecting completed registration forms/waivers, ensuring forms are completed and signed, assisting with the collection of registration fees, and issuing a race number. Registration volunteers will be standing most of the time and may be reassigned to a new task after the race begins. This team works under the direction of the Shamrock Shuffle Registration Director.

**Refreshments Volunteers** – needed on race day, Saturday from 7- 11am, 4-6 volunteers needed  
**Location:** Marietta Square, 75 East Park Square, Marietta, GA 30060

Refreshments volunteers will be asked to set-up and organize the refreshment tables on the Race Day morning starting 2 hours before the start of the race. The Refreshment area should be set by the time Race Day registration opens at 8am. The refreshment area is for the runners to enjoy refreshments (fruit, bars, water, energy drinks, etc.) before, but mainly after the race. Depending on the kind of food being offered, some preparation may be required. Some lifting may also be required. Refreshments volunteers will also be asked to closely monitor the refreshments to ensure there is food left for the slower runners/walkers. After the race, Refreshments volunteers are asked to make sure all the trash in the area is disposed of. This team works under the direction of the Shamrock Shuffle Refreshment Coordinator.

**Water Station Volunteers** – needed on race day, Saturday from 8 - 11am, 6-10 volunteers needed  
**Location:** Check-in at Marietta Square, 75 East Park Square, Marietta, GA 30060 (will be assigned to distribute water at the 1<sup>1/2</sup> mile mark on the course and at the Finish Line).

Water Station volunteers will be asked to assist with setting up water tables, wear gloves, fill enough cups of water (or prepare small water bottles) to cover the water tables, prior to the runners arriving, hand out water as the runners pass, fill additional cups if needed, and clean-up the cups from the ground after the runners have passed. Most importantly, Water Station volunteers need to make sure tables are covered with filled cups to keep the runners moving smoothly. Water Station volunteers may get a little wet and may need to do a little heavy lifting, if lifting large containers of water. Water Station volunteers need to be in place on the course no less than 30 minutes before the start of the race.

**Mile Split Announcer Volunteers** – needed on race day, Saturday from 8 - 11am, 2-3 volunteers needed  
**Location:** Check-in at Marietta Square, 75 East Park Square, Marietta, GA 30060 (then assigned to 1 & 2 mile markers).

The Mile Split Announcers will assemble at the starting line of the race in one vehicle. With the starting gun, they will start watches and will be taken to the appropriate mile marks ( 1 & 2 mile marks) to call out times as the runners run by. It usually works well for the person calling the 2<sup>nd</sup> mile split to drive, drop off the 1<sup>st</sup> mile timer, and then come back and pick up the person after all the runners have passed.

Mile Split Announcers need to arrive on race day no later than 8am or 1 hour before the start of the race. So, we make sure they know where the mile marks are. One will need to have their car available just in front of the starting line. Mile Split Announcers will be standing for about 30 minutes and need to have a big voice which projects well.

## **MARIETTA SHAMROCK SHUFFLE 5K VOLUNTEER ASSIGNMENTS**

**Course Monitor Volunteers** – needed on race day, Saturday from 8 - 11am, 6-10 volunteers needed

**Location:** Check-in at Marietta Square, 75 East Park Square, Marietta, GA 30060 (assigned to various locations along the course).

Course Monitor volunteers will be located at various intersections throughout the 5K course to ensure the runners run the correct course and supervise the traffic so that we have a safe course. Course Monitor volunteers will be asked to direct traffic as necessary at intersections and locations where there is not a police officer and warn runners if something behind them is unsafe.

Course Monitor volunteers are needed race day one hour before the race. They will be shuttled to the proper locations or be given maps. Course Monitor volunteers need to be in place no later than 30 minutes before the race begins and remain in place until all runners/walkers have passed (approximately 90 minutes).

**Finish Line Volunteers** – needed on race day, Saturday from 9 - 11am, 6-8 volunteers needed

**Location:** Marietta Square, 75 East Park Square, Marietta, GA 30060

Finish Line Volunteers will be asked to assist with several tasks in the finish line area. Some will be asked to serve as People Movers (keeping the runners moving as they proceed through the finish line shoot). People Movers will direct runners to the refreshments table as well as encourage runners and on-lookers to visit vendor tables. Others will be asked to serve as Costume Contest recruiters to assist with directing costume contestants, individuals and groups, to the backdrop for photos and to the stage to participate in costume judging for a chance to win prizes.