Volunteer Job Descriptions *Contact:* march4marrowla@gmail.com		Time Frame
Volunteer Coordinator Yes, this year we still need a Volunteer Coordinator to manage the recruitment of volunteers from the Long Beach Assistance League, Palos Verdes Charity League Vols, Kohl's stores and local colleges and universities. You will also coordinate placement of the volunteers and two Volunteer Trainings at Shoreline Village the week of March for Marrow Los Angeles 2018. It's a big job but you will have LOTS of help.		Now through the end of the event
Committee Member Help organize all areas of responsibility regarding March for Marrow 5K Run & Walk Los Angeles 2018		Now through the end of the event
Race Promotions (6 needed) Handle marketing to running stores, 5K runs, Facebook, Twitter, and other social media		Now - April 28, 2018
Race Promotions II (6 needed) Help with Tabling Events between December 2017 and April 2018; usually these will be 4 hour stints from start to finish at colleges, universities, malls, etc.		Now - April 28, 2018
Race Packet Pick-Up (2 needed) Verify registration, distribute t-shirts and goodie bags at Runner's High		Friday, April 27, 2018 3:00 - 6:00 pm Runner's High, Long Beach
Site Set-Up (20 needed) Set up tables, chairs, canopies, registration site, t-shirts, water stations, and pre-run/race refreshments		Saturday, April 28, 2018 6:00 am - 9:00 am
5K Gate Set-Up (2 needed) Work with RaceWire staff to hang all of the sponsor banners and AAMDSIF banners		Saturday, April 28, 2018 6:00 am - 7:00 am
Parking Attendants (3 needed) Stand at entrance and direct volunteers, runners, patients, and family members to parking		Saturday, April 28, 2018 6:30 am - 9:30 am
5K Run Registration (4 needed) Work with RaceWire staff to check in pre-registered runners, help with walk-up registrations for the 5K, pass out t-shirts and goodie bags		Saturday, April 28, 2018 6:30 am - 8:00 am
Walk Registration (4 needed) Work with AAMDSIF staff to check in pre-registered walkers and runners, help with walk-up registrations for the walk, pass out t-shirts and goodie bags		Saturday, April 28, 2018 8:15 am - 9:15 am

Water Table(s) (6 needed, 2 per table) Set up water table at turn-around for the 5K and for the walk; serve water to runners and walkers		Saturday, April 28, 2018 7:00 am - 9:45 am
Course Monitors (12 needed, 6 positions) THE MOST IMPORTANT POSITIONS for the 5K; Monitor course and assist runners/walkers where necessary (course directions, etc.).		Saturday, April 28, 2018 7:30 am - 9:45 am
Vendor Assistants (4 needed) Greet vendors, help them carry materials from their cars to their tables, and help with set-up		Saturday, April 28, 2018 7:30 am - 9:30 am
Greeters for Patients and Families (3 needed) Greet patients and family members, direct them to registration, provide directions from event to event on site. Also organize a group of patients and family members for the Moment of Remembrance. About 8-10 people (or more) process down to the dock and at the appropriate moment throw flowers into the bay.		Saturday, April 28, 2018 8:00 am - 10:00 am
Moment of Remembrance Guides (2 needed) Recruit at least 20 Team Members to carry out our Moment of Remembrance. Brief them on the activity and lead them through it.		Saturday, April 28, 2018 Start at Walk Registration. Be prepared for a 9:30 am Start
Volunteer Breakfast and Post Race Refreshments (3 needed) Set up and man the volunteer breakfast and post-race refreshments; clean up as necessary		Saturday, April 28, 2018 6:45 am - 8:00 am and 8:30 am - 10:00 am
Cheerleaders (12 needed, 6 positions at finish line - may double as course monitors) Stationed at intervals along the 5K route holding balloons		Saturday, April 28, 2018 8:00 am - 9:45 am
Auction Supervision (2 needed in 2-hour increments, 8:00 to 10:00 am and 10:00 am to noon) Assist Auction Committee to set-up and monitor the auction items, assisting bidders and keeping the display organized.		Saturday, April 28, 2018 8:00 am – 11:45 am
Post-Race Food/Refreshments (4 needed) Set up and man the post-race refreshments; clean up as necessary		Saturday, April 28, 2018 8:45 am - 10:15 am
First Aid Station Assist AAMDSIF personnel with use of the first aid kit		Saturday, April 28, 2018 7:30 am - 10:30 am
Official Photographer Capture the essence of March for Marrow 5K Run & Walk.		Saturday, April 28, 2018 7:00 am - noon

Photographer's Assistants (2 needed) Help the photographer by organizing the walk and run teams for photographs, carrying equipment as needed, and providing general assistance.		Saturday, April 28, 2018 7:00 am - 10:00 am and 10:00 am - noon
Awards Ceremony and Moment to Remember (2 needed) Help with setting up the awards and passing them out to runners		Saturday, April 28, 2018 9:30 am - 10:30 am
Auction Pay Out (3 needed) Runner – Working with Auction Team assisting with the close of the Silent Auction and Pay Out.		Saturday, April 28, 2018 11:15 am - 11:45 pm
Site Clean Up (15 needed; all hands on deck) Help clean up the event site		Saturday, April 28, 2018 11:30 am – 12:30 pm