



2008 Acrobatic Gymnastics National Championships Volunteer Job Descriptions and Availability

Job Description	Available Days	Available Times
Setup Venue Assist in venue setup of competition floor, pipe and drape, technical area and decorations	Thur 7/24	Afternoon
Tear Down Assist in tear down of venue: competition floor, pipe and drape, tables and decorations	Thur 7/30 Fri 7/31	Afternoon Morning, Afternoon
Carpet Vacuuming Vacuum 3 floors (40'x40') after each day of training and competition. Takes 2 hrs	Thur 7/24 – Wed 7/30	Evening
Laundry Collect and organize event staff shirts to launder	Mon 7/28 – Wed 7/30	Morning pick-up Evening delivery
Administrative Assistant Assist volunteer coordinator with registration; check in volunteers, help with questions, taking pictures, hand out items, and copying. Must have flexible hours	Thur 7/24 - Sat 7/26 Sun –7/27	Morning, Afternoon Morning
Information Desk A station near door entry area where people can go to ask questions regarding the meet, purchase event merchandise, etc... (will not be able to see competition area from information desk) (2 per schedule)	Sun 7/27 Mon 7/28 – Wed 7/30 Thur 7/31	Afternoon, Evening Morning, Afternoon, Evening Morning
Staging Coordinator Oversee athletes in preparation for presenting to judges, entering floor for routines and assist during opening ceremonies (2 per session)	Sun 7/27 Mon 7/28 – Wed 7/30 Thur 7/31	Evening Morning, Afternoon, Evening Morning, Afternoon (Gala)
Runner Located at each judging panel to collect score papers and deliver to score entry volunteer. This person sits near the judges (2 per session)	Sun 7/27 Mon 7/28 – Wed 7/30 Thur 7/26	Evening Morning, Afternoon, Evening Morning
Computer Score Entry Located at judging panel, includes computer data entry of judges' scores, working closely with panel arbiter, and maintaining a written log of scores. Minimum 12 hour commitment required, as well as previous acro score entry experience.	Sun 7/27 Mon 7/28 – Wed 7/30 Thurs 7/31	Evening Morning, Afternoon, Evening Morning
Appeals Assistant Handles paper flow of appeal requests between appeals station, staff and the coaches	Mon 7/28 – Wed 7/30 Thurs 7/31	Morning, Afternoon, Evening Morning
Judge Hostess To serve the judges during competition sessions – getting water, coffee, soda, snacks	Sun 7/27 Mon 7/28 – Wed 7/30 Thurs 7/31	Evening Morning, Afternoon, Evening Morning



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Job Description	Available Days	Available Times
<p>Athlete Escort Mature teens (min age 14) who are not involved in competition, to serve as athlete escorts during presentation to judges, serve water to athletes finished with routine, carry award trays at award ceremony, and escort teams for opening ceremonies. Specific attire will be required; need to bring black dress slacks and black shoes.</p>	Sun 7/27 Mon 7/28 Tues 7/29 Wed 7/30 Thurs 7/31	Evening Evening Evening Evening Late morning (awards only)
<p>Awards Preparation Assist in preparation of awards and coordination of athletes for award ceremonies</p>	Mon 7/28 – Wed 7/30 Thurs 7/31	Evening Late morning
<p>Opening Ceremony Assist in directing athletes for the opening ceremony</p>	Sun 7/27	Late Afternoon, Evening
<p>Door Entry Check for tickets or credentials to allow entrance to spectator seating area (will not be able to see competition floor this year) (2 per schedule)</p>	Sun 7/27 Mon 7/28 – Wed 7/30 Thur 7/26	Evening Morning, Afternoon, Evening Morning
<p>Music Start and stop competition music during sessions of competition. Familiarity with computers is encouraged. Minimum 12 hour commitment required.</p>	Sun 7/27 Mon 7/28 – Wed 7/30 Thur 7/26	Evening Morning, Afternoon, Evening Morning