

Date, Time, Location		Volunteer Role	Description
P R E R A C E	<b>Tuesday, April 23</b> <b>Location:</b> EFCL office <b>Volunteer Time:</b> 9:00am-12:00pm (3hrs) (3 ppl) -1:00pm-4:00pm (3hrs) (3 ppl)	<b>Race Package Stuffing</b>  <b>Volunteer Supervisor:</b> Erin Northey / Barb Stang	<i>* Orientation materials will be emailed out to you prior to the event. Please read entirely before your volunteer shift. Orientation materials and information will be provided at each station on event day</i> <ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Organize and gather supplies</li> <li>Help create and put together inventory and supplies lists</li> </ul>
	<b>Thursday, April 25</b> <b>Location:</b> Running Room Store, 109 street <b>Volunteer Time:</b> 12:00pm-3:00pm (4ppl) 3:00pm-6:00pm (3ppl) 5:00pm-8:00pm (4ppl)	<b>Package Pickup Team</b>  <b>Volunteer Supervisor:</b> Barb Stang / April Kiely	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Organize check off list for package pickups for registered race participants</li> <li>Hand out packages to registered race participants</li> <li>Be on location at Running Room</li> <li>Tracking information and other data</li> </ul>
P R E R A C E	<b>Friday, April 26</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 1:00pm-4:00pm (4ppl) Staff: Ronak, Erin & Nora	<b>Pre-Event Setup (Friday)</b> <ul style="list-style-type: none"> <li>Tent setup</li> <li>Marking the route</li> <li>General venue overview</li> </ul> <b>Volunteer Supervisor:</b> Erin Northey	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Meet at the venue</li> <li>Tent setup</li> <li>Bring all supplies</li> <li>Mark the route</li> <li>Signage</li> </ul>
	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 8:00am-11:00am (6-8ppl) 11:00am-2:00pm (6-8ppl)	<b>Volunteer Coordinators</b>  <b>Volunteer Supervisor:</b> Erin Northey	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Supervise volunteer areas to ensure coverage, support and training for other volunteers.</li> <li>Requires volunteers to circulate stations and make sure volunteers need anything</li> <li>Communicate closely with event team (Erin and EFCL staff)</li> </ul>
R A C E	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 9:00am-12:00pm	<b>Race Route Team</b> <b>Course Marshals</b>	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> </ul>

<b>D A Y</b>	(20 ppl)	<b>Volunteer Supervisor:</b> Ronak Patel	<ul style="list-style-type: none"> <li>Stand at key race markers to let runners know where the route is, what direction they should be going and to cheer on the participants!</li> <li>Start/Finish Line – 2 to pass out ribbons, after race info, cheer team</li> <li>Course bunnies (with bikes) 4</li> <li>Water station</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 7:00am- 10:00am (10-12 ppl)	<b>Setup Team</b>  <b>Volunteer Supervisor:</b> Erin Northey & Team	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Setup of stations, activity areas and the race course</li> <li>Runners/errands/drivers/setup</li> <li>Must be able to lift 15lbs</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 1:00pm- 4:00pm (10-12 ppl)	<b>Teardown Team</b>  <b>Volunteer Supervisor:</b> Erin Northey & Team	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Tear down stations, activity areas and the race course</li> <li>Load up event supplies and materials</li> <li>Must be able to lift 15lbs</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 8:00am- 11:00am (2-4 ppl) 11:00am-2:00pm (2-4ppl)	<b>Parking &amp; Traffic Control Team</b>  <b>Volunteer Supervisor:</b> Erin Northey	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Prompt and guide traffic and cars to designated parking areas</li> <li>Direct special guests, event sponsors, volunteers and race participants to main event are</li> <li>Have maps available</li> <li>Monitor traffic control and flow of parking</li> <li>Follow basic road safety and wear visible volunteer vest</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 8:00am-11am (2-3 ppl)	<b>Welcome Team (proximity to stage)</b>  <b>Volunteer Supervisor:</b> Stephanie Kovach	<ul style="list-style-type: none"> <li>Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>Review any orientation or information materials at your station</li> <li>Greet and welcome special guests, dignitaries, sponsors, volunteers, race participants and other members joining the GNR</li> <li>You will be positioned at the Welcome Team Table at the venue, directing people to appropriate areas and to help them with any questions</li> </ul>

<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 8:00am-11:00am (4-6 ppl)	<b>Registration Team</b>  <b>Volunteer Supervisor:</b> Barb Stang	<ul style="list-style-type: none"> <li>• Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>• Review any orientation or information materials at your station</li> <li>• Registering participants on race day</li> <li>• Volunteers will fill help participants fill out their registration and waiver forms, hand out packages and t-shirts out</li> <li>• Collect and handle cash</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> <b>Location:</b> Hawrelak Park <b>Volunteer Time:</b> 8:00am-11:00am (6-8 ppl) 11:00am-2:00pm (6-8 ppl)	<b>Food Team</b>  <b>Volunteer Supervisor:</b> Colin Johnson <b>Volunteer Coordinator:</b> Jay Begoray	<ul style="list-style-type: none"> <li>• Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>• Review any orientation or information materials at your station</li> <li>• Run food station area</li> <li>• Follow AHS standards for food handling</li> <li>• Coordinate with Panago Pizza</li> <li>• Water/food and snacks for volunteers</li> <li>• Cleanup food and garbage around picnic table areas</li> <li>• Circulate around the event</li> </ul>
<b>R A C E D A Y</b>	<b>Saturday, April 27</b> Location: Hawrelak Park <b>Volunteer Time:</b> 8:00am-11am (6-8 ppl) 11:00am-2:00pm (6-8 ppl)	<b>Activities Station Team</b>  *Bouncy Castle*  <b>Volunteer Supervisor:</b> Volunteer Coordinator	<ul style="list-style-type: none"> <li>• Find your designated volunteer supervisor or volunteer coordinator and sign in. Make sure to sign out</li> <li>• Review any orientation or information materials at your station</li> <li>• Run kids' activities</li> <li>• Help with other activity stations</li> <li>• Bouncy castle volunteers</li> <li>• Food &amp; Beverage Tables</li> <li>• Team of 2: Set up water station, pass water to the runners as they jog by, clean up water station after race</li> </ul>

### To Volunteer

Complete the online volunteer registration through the [Running Room website](#).

### Questions?

Contact [raceinfo@efcl.org](mailto:raceinfo@efcl.org) or EFCL office 780.437.2913 and ask for Erin!

### Volunteer Benefits

- Food and beverages will be provided
- Volunteer Certificates with hours worked available upon request
- Fun! Volunteer with family and friends – all abilities accommodated
- Enjoy the event before or after your shift!
- Proceeds go to the EFCL's [Community League Plaza project](#)!