



## 2008/2009 NVSC VOLUNTEER DESCRIPTIONS (Parents with racers over 8 years old)

Except for the coaching, Nashoba Valley Ski Club is run entirely by volunteers. Without the help of the families of each racer, the club could not function. The following is a list (2 pages) of volunteer responsibilities for the upcoming race season. **No experience is necessary.** **VOLUNTEERING IS MANDATORY.** You will be notified as to your assignment when the schedule is complete. If volunteering as certain Coordinator or Assistant positions, it may preclude you from additional race day assignments.

### **BOARD POSITIONS OPEN FOR 2009-2010 SEASON**

Shadow these outgoing board members and learn the job for next year! No experience necessary and this will preclude you from other assignments during the season. A great way to get to know other club members

#### **VOLUNTEER COORDINATORS**

Organize the members who volunteer for their commitments.

#### **J6 COORDINATORS**

Run the events for our youngest racers.

#### **TECHNICAL COORDINATOR**

Fluent in Visual Basic for Excel Macros – the already established programs do the job for you. Most work is done pre race day from home.

### **VOLUNTEER OPPORTUNITIES**

Required of all

#### **REGISTRATION COORDINATOR:**

Responsible for bringing race bibs to all home races. Oversee registration of racers on race days when NVSC is the host. This entails checking off names from the score sheets and handing out bibs to the racers. Requires being at the race one hour early.

#### **REGISTRATION VOLUNTEER:**

Register racers on race day when NVSC is the host. This entails checking off names from the score sheets and handing out bibs to the racers. Requires being at the race one hour early.

#### **STARTER:**

At home races, at the top of the racecourse, getting the racers started.

#### **STARTER ASSISTANT**

Assist Starter at top of course by helping the racers line up for their run.

#### **GATEKEEPERS (for 9 & up course):**

We need several people to stand alongside the racecourses to cover designated gates to watch for disqualifications. Great first timer job!

#### **SCORERS:**

Three or four people to record the totals on the sheets and the leader boards at the end of the second run and write up the ribbons for the award ceremony.

**TIME RECORDER:**

Two people are needed in the timing shack to record the times of the racers as the race coordinator announces them. An inside bird's eye view of the racers!

**RUNNER:**

Brings timing sheets to the race shack as each age group completes their run.

**RACE DATA MANAGEMENT:**

Race results are put into a computer for club standings and for seed lists, which are given to the host team by the Wednesday before each race. **All you need to know is Excel!**

**CHIEF OF COURSE:**

Collects cards from gatekeepers and delivers to race shack for DSQs. & DNFs. Must ski, lift ticket provided.

**ASSISTANT STATISTICIAN:** Fluent in Visual Basic for Excel Macros

**WEB SITE MAINTENANCE ASSISTANT:** Assist in maintaining and updating our web site

**CHAMPIONSHIP RACE COOK-OUT COORDINATOR:**

Everyone pitches in and brings something for the cookout. One person needs to be the contact to organize the event.

**FUN RACE CONTACT:**

This is the league sponsored race, but there is usually someone from each club that helps coordinate it. The race is in February.

**TICKET SALES:**

Assistant to Ticket Coordinator to work in the race shack helping expedite practice night ticket sales

**PROFESSIONAL SUPPORT:**

Provide legal and/or tax support with NVSC corporation paperwork

**BIB COLLECTORS:**

At the end of each racer's second run each racer's bib needs to be collected

**RACE DAY SNACK COORDINATOR:**

Pick up preordered coffee, hot chocolate and donuts and set up table at home races.

**TROPHY COORDINATOR:**

Arranging for procurement of trophies for the end of season awards in each age group

**RIBBON COORDINATOR:**

Sort the ribbons for each home race by age group at the beginning of the season and oversee race day distribution.

**FUNDRAISING:**

This may entail taking orders for NVSC vests, placing the order and handing them out. Any ideas are welcome.

**VIDEOTAPER:**

At each practice we would like to have two groups videotaped so that they can then go into the race shack and see how they look for review. The videotaping would be done in the first hour of practice.

**ON HILL VOLUNTEERS:** Practice nights, skiing position with tickets provided. Assist late arrivals in finding their groups and on hill racers to volunteers at the bottom for bathroom breaks.

**BANQUET COORDINATOR:** Plan our year-end awards ceremony with assistance from the trustees. You won't be on your own!

**PARENT/CHILD RACE COORDINATOR:** After one of our home races, we race with the kids! Bragging rights at stake.