



Volunteer Positions

2023-2024

Youth Regatta Volunteer Positions

Regatta Volunteers

Requirements: Varies. Travel, purchasing cooking, food prep, etc., may be required of regatta volunteers. Some tasks may occur before a regatta while others occur on site the day of the regatta.

BEFORE-Regatta Positions

Trailer Coordinator

Number Needed: 2

Time Commitment: 3 hours per regatta

Requirements:

- Must be available to perform duties a couple of days prior to regular season regatta travel days; and the day after a regatta.
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Skills: Strong organizational and communication skills

Duties:

- In collaboration with the Regatta Shopper Volunteer, loads the trailer for regattas
- Purchases ice for coolers
- Coordinates parent food drop off- communicates to those parents for drop off times
- Coordinates trailer pick up day & time with trailer haul volunteer
- Organizes and cleans trailer after regattas

Regatta Shopper

Number Needed: 1

Time Commitment: 3 hours per regatta

Requirements:

- Must be available to perform duties a couple of days prior to regular season regatta travel days
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Skills: Organizational skills and an enjoyment of shopping

Duties:

- Maintains trailer inventory checklist of paper goods, hygiene items, cleaning supplies, etc.
- Obtains the food grocery list from the Menu Planner Volunteer
- Shops for all items on the grocery list as well as food storage, cleaning supplies, hygiene items, etc.
- Collaborates with the Trailer Coordinator Volunteer to organize and clean the trailer after regattas

Menu Planner

Number Needed: 1

Time Commitment: 1 hour per regatta

Requirements:

- Must be available to perform duties a couple of days prior to regular-season regatta travel days
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Skills: Menu planning experience and effective communication skills

Duties:

- Collaborates with head coach to develop regatta menu and budget. Menu to include breakfast, lunch and snacks for each day of regatta.
- May be required to plan Team dinners for overnight regattas at the direction of the Boathouse Manager
- Provide shopping checklist to Regatta Shopper Volunteer
- Provide food item assignment list to Volunteer Coordinator for parent sign-ups

The following opportunities may require purchasing of goods at the volunteers' expense. For every \$20 spent, one hour of volunteer time will be granted.

The trailer is loaded the day before the regatta at the boathouse. Volunteers needing to drop off items to the trailer, must coordinate with the Trailer Coordinators for drop off times.

- Water Jugs: The volunteer will need to pick up empty water jugs from the boathouse and take them to Lowe's to exchange for new filled jugs. These purchases will be reimbursed by VBR.
- Fruit: Apples, Bananas, Oranges: One large bag of each from Sams's or 2 small ones from Publix. Fruit is to be dropped off at the time of trailer loading or brought to the tent at 7:00am on regatta day.
- Food Preparation: The Menu Planner will communicate to the food preparation volunteers, what food items need to be prepared. Items may be dropped off at the time of trailer loading or brought at the appropriate mealtime to the tent on regatta day.
- Regatta Day Ice

Duties: Purchase 6- 16oz bags of ice for the regatta coolers. If the predicted temperature is expected to be hot, additional bags of ice must be purchased. This must be done the morning of the regatta and brought to the tent by 7:00 am.

- Gatorade Primer: The volunteer purchases Gatorade powder and prepares the Gatorade primer the day prior to the regatta. It can be dropped off at trailer loading time. Specific instructions for the primer preparation will be provided to the volunteer.
- Granola Bars & Individual bags of pretzels
- Welch's Gummies & Rice Krispie Treats
- Peanut Butter Crackers & Gogo Squeeze Applesauce
- Fruit Juice: Orange Juice & Cranberry Multipacks
- Chocolate Milk & Almond Milk
- Hummus, cut-up veggies, and pita chips

DAY-OF Regatta Volunteer Positions

Trailer Hauler

Number Needed: 2

Time Commitment: Varies depending on how long the drive to the regatta is.

Requirements: Experienced and comfortable hauling a trailer with volunteer's own vehicle

Duties:

- Trailer Haulers will rotate regattas as coordinated between each other. The Trailer Coordinators will coordinate with the haulers for a pickup time.
- Pick up the trailer from the boathouse and bring it to the regatta by 6:45 am on the day of the regatta; and return it to the boathouse after the regatta.
- For overnight regattas, the trailer will need to be dropped off by the time the kids are required to be at the course for practice.
- Mileage will be reimbursed by VBR at a rate of .20 per mile or a receipt for purchased gas may be submitted.

Tent Captain

Number Needed: 4 (will rotate regattas so that there are 2 captains at every regatta for morning and afternoon shifts)

Time Commitment: 4.5 hours per regatta

Requirements:

- Must be available to perform duties on regatta days.
 - Morning Tent Captain: 7am-11:30am
 - Afternoon Tent Captain: 11:30am-4:00pm
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Skills: Comfortable delegating tasks, good time management and strong organization skills.

Duties:

Both morning and afternoon captains will coordinate needs to the Volunteer Coordinator.

Morning Tent Captain:

- Arrives at morning set up to organize Tent Volunteers for set up of tent, equipment and breakfast
- Writes Tent Volunteer schedule on white board
- Ensures that Tent Volunteers fulfill their responsibilities
- Fills in for open shifts or assign another tent volunteer
- Communicates with the Volunteer Coordinator regarding completion of Tent Volunteer hours including uncovered shifts

Afternoon Tent Captain

- Ensures lunch service is on track
- Ensures that Tent Volunteers fulfill their responsibilities
- Fills in for open shifts or assign another tent volunteer
- Organizes Tent Volunteers for take down and trailer loading
- Ensures all tent items are packed and accounted for
- Communicates with the Volunteer Coordinator regarding completion of Tent Volunteer hours including uncovered shifts

Cook

Number Needed: 4

Time Commitment: 2 hours per regatta

Requirements:

- Must be available to perform duties on regatta days
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Skills: Comfortable operating a gas grill for the purpose of grilling meat, vegetables and other food items as needed

Duties:

Breakfast Cook

- Shift times are 7:00am-9:00am
- If necessary, remove grill from trailer
- Prepare grill for use
- Cook breakfast meats, eggs, etc. as needed
- Clean and prepare grill for lunch service
- Keep track of propane and coordinate with Tent Captain to replace when necessary

Lunch Cook

- Shift times are 9:00am-11:00am
- Heat up and/or cook meat, vegetables, etc. as needed
- Allow grill to cool and clean the grill
- When completely cooled down, place grill in trailer
- Keep track of propane and coordinate with Tent Captain to replace when necessary

Tent Set Up & Breakfast

Number Needed: 3

Time Commitment: 3 hours per regatta

Requirements:

- Must be available to perform duties on regatta days at 7:00am
- When unable to fulfill duties, must identify a replacement volunteer
- May be asked to assist with state, regional and national regattas depending on agreed upon plan with the head coach.

Duties:

- Shift time is 7:00am-10:00am
- Set up all equipment needed for the hospitality tent including the 10 x 10 tent, chairs, coolers, food prep station, trash cans, tables, etc.
- Set out food items and warming trays.
- Set up hydration station
- Clear breakfast items to make way for lunch items.

Lunch

Number Needed: 2

Time Commitment: 2 hours

Duties:

- Shift is 10:30-12:30
 - Prepare tables for lunch items
 - Monitor tables and replenish food as necessary
- Shift is 12:30-2:30
 - Monitor tables and replenish food as necessary

Tent Take Down

Number Needed: 3

Time Commitment: 1-3 hours, shift begins at the end of the event (last race), approximately 2:30 in most cases, however, will vary

Duties:

- Check in with Tent Captain before beginning shift
- Package leftovers, clean and return equipment to the trailer- timing will depend on when the last rower eats.
- Clean up the area, put equipment in trailer, take down tent, chairs, etc. and load in trailer
- Take lost and found items to the boathouse

Support Volunteer Roles

2023-2024

Annual Commitments

The following opportunities are year-long commitments. This includes Fall & Spring seasons, with the possibility of regional state and national regattas as well as summer activities.

Erg-a-thon Coordinator

Number Needed: 1

Time Commitment: 40 hours

Requirements:

- Flexible schedule- could require some evenings and weekend days depending on needs
- Leadership skills

Skills:

- Event coordination or fundraising experience
- Strong organizational and communication skills

Duties:

- In collaboration with the Fundraising Committee and VBR staff, coordinate the annual Erg-a-thon fundraiser
- Collaborate with the Marketing Committee to publicize the Erg-a-thon community-wide and within VBR Membership
- Support parents and members with their fundraising efforts
- Lead a team of volunteers with planning and day-of activities

Erg-a-thon Volunteers

Number Needed: 2

1 volunteer needed to succeed the current Erg-a-thon Coordinator. This volunteer will commit to coordinating the Erg-a-thon the following year.

Time Commitment: 25 hours

Requirements:

- Flexible schedule- could require some evenings and weekend days depending on needs

Duties:

- In collaboration with the Fundraising Committee and VBR staff, assist the Erg-a-thon Coordinator with the annual Erg-a-thon

Social Activity Coordinator

Number Needed: 1

Time Commitment: 60 hours

Requirements: Flexible schedule

Skills: Strong organizational and communication skills. Experience with event coordination.

Duties:

- Organize social and team-building activities throughout the year 1-2 brunches each month during spring season. Select dates, get approvals. Create sign up genius for parent donations of all items to be served (food drinks and sometimes 1-3 volunteers). Set up, serve, clean up.
- Team bonding, 2-3 per spring season. Number of activities varies. Coordinate, set up, supervise and clean up event.

Forms Coordinator

Number Needed: 1

Time Commitment: 40 hours

Requirements: Must be able to commit to collection and tracking of forms at specific times of the year.

Skills: Strong organizational and communication skills. Ability to meet deadlines.

Duties:

- In collaboration with the VBR staff, identify forms and deadlines for completion.
- Notify parents of required forms and due dates
- Follow up with parents for completion & submission of forms
- Maintain collection and tracking system

Fundraising Committee Member

Number Needed: 2

Time Commitment: 80 hours

Requirements: Flexible schedule. Some evenings and weekends required. Serves on fundraising committee and must attend meetings.

Skills: Background in fundraising or willingness to learn. Strong communication skills. Comfortable with seeking donations on behalf of VBR.

Duties:

- Assist the Fundraising Committee Chair with the coordination and promotion of VBR fundraising events

Banquet Committee Coordinator

Number Needed: 1

Time Commitment: 40 hours

Requirements: Event coordination experience.

Skills:

- Strong organizational, communication skills, leadership skills.
- Ability to meet deadlines

Duties:

- In collaboration with VBR staff, coordinate the annual VBR banquet
- Set date, secure location and vendors
- Establish event timeline and flow
- Collaborate with VBR coaches to create banquet presentations
- Collaborate with Communications Committee to design and send invitations
- Collaborate with VBR accountant to collect payments

Banquet Volunteer

Number Needed: 4 with one volunteer to serve as successor to current coordinator. This volunteer will commit to being coordinator the following year.

Time Commitment: 25

Requirements: Event coordination or willingness to learn. Work closely with the coordinator to learn the role.

Skills: Strong communication skills and ability to work as a team member.

Duties:

- Work as a team to coordinate the annual VBR banquet
- Assist the coordinator with all banquet-related tasks

Volunteer Coordinator

Number Needed: 2

Time Commitment: 80 hours

Requirements: Coordinate volunteers for all VBR-related needs including regattas, fundraisers, clean-up days, equipment maintenance, etc. Collaborate with Membership and Communications committees.

Skills: Strong communication skills and ability to work as a team member.

Duties:

- Serve as a point of contact for committee chairs, board members and VBR personnel for fulfillment of volunteer needs
- Communicate volunteer needs and opportunities to membership and serve as membership point of contact
- Recruit, place, and recognize volunteers
- Maintain event, regatta and hospitality instructions; and ensure volunteers are provided with instructions
- Maintain open volunteer opportunities via Air Table or other data base
- Track and document required volunteer hours