

ISSAQUAH TRI	VOLUNTEER	OPPORTUNITIES &	JOB DESCRIPTIONS	
Job	Date	Time	Job Description	Location
Awards and Medals Coordinator	April and June 5th	Ongoing	Order medals, pick up medals and deliver to the race venue	Home and Lake Sammamish
Pre Event Preparation	April 20 th -June 5th	Ongoing	Be available to do random jobs as directed by the Tri Chair	Varies
Website Assistance	April and May	Ongoing	Individual(s) with HTML + Photoshop Skills to create buttons, banners and make changes to the website	Home
Poster/Flyer Distribution	April and May	At your convenience	Distribute flyers to various locations on the Eastside and in Seattle	Varies
U-Haul Driver	Fri. June 4th	9am-1:00pm	Pick up and return U-haul truck. Pick up materials at Arbor to be delivered to the park at noon	Arbor and Lake Sammamish
Online Marketing Assistants	April	At your convenience	Submit Triathlon information to FREE listing sites. 2. Do research for additional triathlon listing sites that are free and PAID. 3. Post race on any of the free sites you find. 4. Give some recommendations on how to increase on-line visibility. 5. Put together a list of sties you posted to.	Home
Packet Pick Up Set Up	Fri. June 4th	11:00am-1:00pm	Set up for packet pick up.	Lake Sammamish
Packet Pick Up	Fri. June 4th	1:00-7:00pm	Assist timing company representative and Registration Manager in handing out Race Packets and registering participants.	Lake Sammamish
Advanced Warning Sign Set Up	Sun. May 30th		4-6 hours of time 1 week prior to the race. Set up will require a large vehicle to transport Advanced Warning signs to the appropriate locations on East Lake Sammamish. Position will work directly with Bike Course Capt. on the location of the signs.	Lake Sammamish
Transition Area Set Up	Fri. June 4th	12:00-6:00pm	Assist with Transition Area set up (bike racks, nylon fencing, etc.). Set up announcing tower, first aid booth, etc.	Lake Sammamish
Run Course Set Up	Fri. June 4th	12:00-6:00pm	Set up as many signs and course markings as possible. Perform minor clean-up such as snipping brambles or sweeping a dirt spill, etc.	Lake Sammamish
Bike Course Set Up	Fri. June 4th	12:00-6:00pm	Setting up and running the bike course used for both the sprint triathlon and the 5 K run.	Lake Sammamish
Swim Course Set Up	Fri. June 4th	12:00-6:00pm	Take down swim lines, set up swim buoys, rake sand for ramps, etc. We may also need assistance reattaching Park swim lines after the event.	Lake Sammamish
Kids Tri Course set Up	Fri. June 4th	12:00-6:00pm	Set up Kid's Transition Area and as many signs and course markings as possible.	Lake Sammamish
Cookie Bakers	Fri. June 4th	Due at 2pm on Friday June 4th	Bake (4) dozen cookies. Cookies need to be individually wrapped	Arbor Schools
Sponsor Follow Up Ambassadors	Ongoing	Ongoing as needed	Assist Sponsorship Captain by delivering items to sponsors, and making sure they understand what they need to do on event day	Numerous Local Businesses
Sponsor Booth	Sat. June 5th	6:00am-11:00am	Be point person for sponsors and	Lake

Coordinator			make sure they have everything they need on day of race.	Sammamish
Info Station Hosts	Sat. June 5th	5:45-11:15am	Positioned at the Information Station with a large map of courses, event timeline, water temperature info, misc. brochures, etc. Be able to knowledgably direct & answer participant questions.	Lake Sammamish
Bull Pen Volunteers	Sat. June 5th	6:30am-12:00pm	Be available day of race to be used on an as needed basis	Lake Sammamish
Packet pick-up /Final registration	Sat. June 5th	5:30-10:15am	Assist timing company representative and Registration Manager in handing out Race Packets and day of event registration (5K). Volunteers should expect questions and should be able to direct participants to white boards with maps, info, etc.	Lake Sammamish
Parking for Elite	Sat. June 5th	6:00-8:00am	Manage parking lot for "elite" participants @ Costco	Lake Sammamish
Transition Area Marshalls	Sat. June 5th	5:45am-12:00pm	Check participants into secure TA and make sure only marked participants go in/out of TA for duration of the event. Direct participants during the race to swim entrance, bike exit/entrance & run exit. Note that some shift work is available -- only (2) workers are needed before 7:30 am and after 11:30 am.	Lake Sammamish
Final Course Set Up	Sat. June 5th	6:00-8:00am	Complete any and all remaining course set-up which might include repositioning cones, hanging signs, re-sweeping, etc. Also set-up water station at mid-point of Run Course.	Lake Sammamish
Body Markers	Sat. June 5th	5:45-10:15am	Use markers to write the race numbers on the arm and calf of each participant. Also function as "greeter" to make the racers feel welcome.	Lake Sammamish
Bike Course Coners	Sat. June 5th	5:30-8:00am	Place cones on course, with trucks or SUV access approx. 100 cones.	Lake Sammamish
Bike Course Marshalls	Sat. June 5th	7:00-10:45	Workers positioned in and out of park. You'll be directing and encouraging participants, making motorists more aware of cyclists, etc. Older kids to be positioned with adults.	Lake Sammamish
Swim Course Marshalls (land)	Sat. June 5th	6:30-10:30am	Direct participants over timing mats and towards Transition Area, etc. Assist with both Sprint Triathlon and Kid's Triathlon participants.	Lake Sammamish
Swim Course Marshalls (lifeguard certified)	Sat. June 5th	6:30-10:30am	In kayaks, positioned throughout the water course to encourage/assist swimmers. Training/orientation begins at 7:15 am, on the course by 7:45 am. Anticipate a break in the action between 8:30 and about 9:30 am. (8) kayaks.	Lake Sammamish
Run Course Marshalls	Sat. June 5th	7:45-10:45	Positioned throughout the Park on the Run Course to direct and motivate participants in both the run portion of the Triathlon and the 5K Run/Walk. Orientation begins at 7:45 am, on the course by 8:30 am. This is a great place for older kids to be positioned with adults.	Lake Sammamish
Water Station Support	Sat. June 5th	7:45-11:00am	Positioned at the mid-point of the Run Course in the Park. Hand-out cups of water to participants. A great place for older kids to help with adult.	Lake Sammamish

Kid's Tri Course Marshalls	Sat. June 5th	9:45-11:15	Direct and encourage kids in the Kid's Transition area and throughout the bike and run courses. All positions are within the Park, so this is great place for younger volunteers (ages 12 and up). Orientation starts at 9:45 am, on the course by 10:15 am	Lake Sammamish
Finish Line Support	Sat. June 5th	8:00-11:15am	Positioned at the Finish Line used for all events. 2 Workers will retrieve timing chips from the legs of participants, 2 Workers will hand out water, 1 Worker will hand out Finisher Ribbons, 2 Workers will call out Race numbers and look them up for the Announcer. Orientation begins at 8:00am, at the Finish Line by 8:45am. Team to fill water bottles (Rawley)	Lake Sammamish
Award Presentation	Sat. June 5th	10:45am-12:00pm	Assist Race Director with organizing and handing out awards. Presentation to start about 11:15 am.	Lake Sammamish
Post Race Food & Beverage Booth Staff			Prep. and distribute bagels, fruit, etc. to the participants. You'll get lots of interaction with the grateful participants. (Starbucks??)	
Recycling Captain	Sat. June 5th	7:45am-12:00	Focus on recycled items during tear down and clean up	
Tear Down and Clean Crew Captain	Sat. June 5th	12:00-3:00pm	Manage and assist Tear Down and Clean Up Crew	Lake Sammamish
Tear Down and Clean up Crew	Sat. June 5th		Tear-down transition area. Pick up course markings on all courses. Break down tents, tables, etc. Place trash and recycle in correct places.	Lake Sammamish
Thank yous	Week of June 7th	12:00-3:00pm	Write and send out thank yous to corporate sponsors	Lake Sammamish