



AA•MDS INTERNATIONAL FOUNDATION

## Volunteer Job Descriptions

Contact: **Kathy Dillon Madden, Volunteer Coordinator**  
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### Time Frame

#### **Race Promotions I** (6-10 needed)

Handle marketing to running stores, 5K runs, Facebook, Twitter, and other social media.

January 1 - April 29, 2023

#### **Race Promotions II** (4-10 needed)

Help with Tabling events between February 20 and April 29, 2023 as scheduled. Usually there will be 4 hour shifts from start to finish at colleges, universities malls, etc.

February 20 - April 29, 2023

#### **Volunteer Orientations – Pick 1 of 2 of them**

Shoreline Village, meet in front of the blue, octagonal Funnel Cake House.

Wednesday, April 26 or  
Thursday, April 27, 5:30 to 7:00 pm

#### **Packet Pick-Up** (2 needed)

Verify registrations, assign bib numbers, provide t-shirts , and goodie bags at Runner's High.

Thursday, April 27, 2023  
Noon to 4:00 pm  
Runner's High, Long Beach

#### **Confirm 5K Course & Load Wheel Fun Surrey in the truck** (4 needed)

Bill and Stephanie Hamm will work together with others to confirm course measurement. Then we will all load the Wheel Fun Surrey into the rental truck so that it is ready for the 5:30 morning shift.

Friday, April 28, 2023  
4:00 pm  
Wheel Fun Rentals, Shoreline Village

#### **Site Set-Up** (20 needed)

Set up tables, chairs, canopies, registration site, t-shirts, water stations, and pre-run/race refreshments.

Saturday, April 29, 2023  
5:30 am - 9:00 am

#### **5K Gate Set-Up** (2 needed)

Work with RaceWire staff to hang all of the sponsor banners and AAMDSIF banners.

Saturday, April 29, 2023  
6:00 am - 7:00 am

#### **5K Run Registration** (4 needed)

Work with RaceWire staff to check in pre-registered runners, help with walk-up registrations for the 5K, pass out t-shirts and goodie bags

Saturday, April 29, 2023  
6:30 am - 8:00 am

#### **Parking Attendants** (3 needed)

Stand at entrance and direct volunteers, runners, patients, and family members to parking

Saturday, April 29, 2023  
6:30 am - 9:30 am

#### **Volunteer Breakfast and Post Race Refreshments** (3 needed)

Set up and man the volunteer breakfast and post-race refreshments; clean up as necessary

Saturday, April 29, 2023  
6:45 am - 8:00 am and 8:30 am - 10:00 am

#### **Water Table(s)** (6 needed, 2 per table)

Set up water table at turn-around for the 5K and for the walk; serve water to runners and walkers

Saturday, April 29, 2023  
7:00 am - 9:45 am



<b>Auction Set-Up, Supervision and Pay Out</b> (2 needed in 2-hour increments). Assist Auction Committee to set-up and monitor the auction items, assisting bidders and keeping the display organized. Set-Up: 6:30 am to 8:30 am. Assist with sales: 8:00 to 10:00 am 10:00 am to Noon - <b>includes AUCTION CLOSE.</b>	Saturday, April 29, 2023 6:30 to Noon
<b>Official Photographer</b> Capture the essence of March for Marrow 5K Run & Walk.	Saturday, April 29, 2023 7:00 am - noon
<b>Photographer's Assistants</b> (2 needed) Help the photographer by organizing the walk and run teams for photographs, carrying equipment as needed, and providing general assistance	Saturday, April 29, 2023 7:00 am - 10:00 am & 10:00 am - noon
<b>Course Monitors</b> (30 needed, 10 positions on 5K Course; 5 positions on Patient & Family Walk Course) THE MOST IMPORTANT POSITIONS for the 5K & Walk; Monitor course and assist runners/walkers where necessary (course directions, etc.).	Saturday, April 29, 2023 5K: 7:30 am - 9:45 am Walk: 9:00 – 10 am
<b>Cheerleaders</b> (12 needed, 6 positions at finish line - may double as course monitors) Stationed at intervals along the 5K route holding balloons	Saturday, April 29, 2023 7:30 am - 9:45 am
<b>First Aid Station</b> Assist AAMDSIF personnel with use of the first aid kit	Saturday, April 29, 2023 7:30 am - 10:30 am
<b>Vendor Assistants</b> (2 needed) Greet vendors, help them carry materials from their cars to their tables, and help with set-up. THIS DEPENDS UPON IF WE HAVE VENDORS.	Saturday, April 29, 2023 7:30 am - 9:30 am
<b>Greeters for Patients and Families</b> (3 needed) Greet patients and family members, direct them to registration, provide directions from event to event on site.	Saturday, April 29, 2023 8:00 am - 10:00 am
<b>Walk Registration</b> (4 needed) Work with AAMDSIF staff to check in pre-registered walkers and runners, help with walk-up	Saturday, April 29, 2023 8:00 am - 9:15 am
<b>Moment of Remembrance Managers</b> (2 needed) Move all patients & family members to the steps at Parker Lighthouse at or around 9:30 am	Saturday, April 29, 2023 Start at 9:15 am
<b>Brave Little Soles Activities</b> (4 needed) Art Project and Face Painting	Saturday, April 29, 2023 10:00 am – 11:30 am
<b>Site Clean Up</b> (20 needed; all hands on deck) Help clean up the event site	Saturday, April 29, 2023 11:30 am – 12:00 pm