

## Volunteer Job Descriptions

Contact: [march4marrowla@gmail.com](mailto:march4marrowla@gmail.com) or [Kathy@kathymadden.com](mailto:Kathy@kathymadden.com)

### Race Promotions (6 needed)

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

## Time Frame

January 15 - April 27, 2024

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

Help with Tabling events or fliering runs between February 1 and April 27, 2024 as scheduled. Usually these are 3-4 hour shifts from start to finish.

February 1 - April 27, 2024

### 2 Volunteer Orientation (4-10 needed)

5:30 to 7:30 pm at Shoreline Village, in front of the BLUE Funnel Cake House

Wednesday, April 24 & Thursday, April 25  
5:30 to 7:30 pm  
Shoreline Village, Long Beach

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

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

Thursday, April 25, 2024  
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 26, 2024, 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 27, 2024  
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 27, 2024  
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 27, 2024  
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 27, 2024  
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 27, 2024  
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 27, 2024  
7:00 am - 9:45 am

**Auction Set-Up, Supervision and Pay Out** (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 - **includes AUCTION CLOSE.**

Saturday, April 27, 2024  
6:30 to Noon

**Official Photographer**

Capture the essence of March for Marrow 5K Run & Walk.

Saturday, April 27, 2024  
7:00 am - noon

**Photographer's Assistants** (2 needed)

Help the photographer by organizing the walk and run teams for photographs, carrying equipment as needed, and providing general assistance

Saturday, April 27, 2024  
7:00 am - 10:00 am & 10:00 am - noon

**Course Monitors** (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 27, 2024  
5K: 7:30 am - 9:45 am  
Walk: 9:00 – 10 am

**Cheerleaders** (12 needed, 6 positions at finish line - may double as course monitors)

Stationed at intervals along the 5K route holding balloons

Saturday, April 27, 2024  
7:30 am - 9:45 am

**First Aid Station**

Assist AAMDSIF personnel with use of the first aid kit

Saturday, April 27, 2024  
7:30 am - 10:30 am

**Vendor Assistants** (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 27, 2024  
7:30 am - 9:30 am

**Greeters for Patients and Families** (3 needed)

Greet patients and family members, direct them to registration, provide directions from event to event on site.

Saturday, April 27, 2024  
8:00 am - 10:00 am

**Walk Registration** (4 needed)

Work with AAMDSIF staff to check in pre-registered walkers and runners, help with walk-up

Saturday, April 27, 2024  
8:00 am - 9:15 am

**Moment of Remembrance Managers** (2 needed)

Move all patients & family members to the steps at Parker Lighthouse at or around 9:30 am

Saturday, April 27, 2024  
Start at Walk Registration. Be prepared for a 9:30 am Start

**Brave Little Soles Activities** (4 needed) Art Project and Face Painting

Saturday, April 27, 2024  
10:00 am – 11:30 am

**Site Clean Up** (20 needed; all hands on deck)

Help clean up the event site

Saturday, April 27, 2024  
11:30 am – 12:00 pm