



Volunteer Position Descriptions & Shift Times (updated 2/16/17)

Saturday March 25th (Day Prior)

Packet Pick-Up: Located at the LLS office (5601 6th Ave S). Volunteers hand out packets and t-shirts to registered participants. (*Shift A: 8:00am-11:00am – 2 volunteers needed*)

Set-Up: Volunteers help distribute equipment, supplies, event décor, etc. to the appropriate floors at the Columbia Center. Tasks then include organizing t-shirts, hanging dedication signs in the stairwells, and setting up water stations and booths. Volunteers should be prepared to perform other tasks as needed. **This position will require some heavy lifting.** (*Shift A: 8:00am-11:00am, Shift B: 11:00am-2:00pm – 20+ volunteers needed per shift*)

Sunday March 26th (Event Day!)

Bag Check: Volunteers collect and check-in participants' personal belongings. Bags are categorized by race number for easy pick-up by those same participants following event completion.
(*Shift C: 1:30pm-5:00pm – 2 volunteers needed*)

Cleanup Crew: Volunteers will help turn a post-event disaster zone into a beautiful building once again! With over 6,000 participants there will be lots to pick up, clean, and tear down. (*4:00pm-7:00pm- 10+ volunteers needed*)

Courtesy Crew: This is our “go-to” crew anytime we need extra volunteers throughout the day. In the event of last-minute cancellations, or for areas where we end up needing additional help, we ask this crew to step in. This position requires a lot of flexibility!
(*Shift A: 7:30am-11:00am, Shift B: 10:30am-2:00pm, Shift C: 1:30pm-5:00pm – 10+ volunteers needed per shift*)

Direction Monitors: Volunteers are stationed at key areas throughout the building to direct participants to the start line, check-in areas, and other important locations. These volunteers will also be in charge of keeping the flow of traffic moving in potentially congested areas. Specific areas are assigned on event day.
(*Shift A: 7:30am-11:00am – 6 volunteers needed, Shift C: 1:30pm-5:00pm – 4 volunteers needed*)

Finish Line Elevator Monitors: These volunteers are in charge of directing and monitoring the flow of traffic onto the elevators where participants go down to the recovery area. The finish line can become extremely crowded so it is important for these volunteers to pay close attention and be proactive in order to keep participants moving.

(Shift A: 7:30am-11:00am – 3 volunteers needed, Shift B: 10:30am-2:00pm – 1 volunteer needed, Shift C: 1:30pm-5:00pm – 4 volunteers needed – ages 18+ only)

Finish Line Monitors: Volunteers make sure each racer crosses the finish line then direct them down the hall toward the recovery area.

(Shift A: 7:30am-11:00am – 2 volunteers needed, Shift C: 1:30pm-5:00pm – 2 volunteers needed – ages 18+ only)

Information Booth / Race Results: This is where everyone goes for event day information (where to find the start line, how to make a donation, etc.). Volunteers will be trained upon arrival and given all of the proper information to answer questions. People manning this area will also be responsible for posting race results as they are printed.

(Shift A: 7:30am-10:30am – 1 volunteer needed, Shift B: 10:00am-2:00pm – 1 volunteer needed, Shift C: 1:30pm-4:00pm – 2 volunteers needed – ages 18+ only)

Media Escorts: These volunteers guide the media personnel and assist them throughout the day.

(Shift A: 7:30am-10:30am – 1 volunteer needed – age 18+ only)

Parking Monitors: These volunteers direct cars into the parking garage until it fills (radios are provided to communicate with LLS staff). Once the garage is full, they hand out slips to drivers with directions to the overflow parking garages. **This is an outside position.**

(Shift A: 8:00am-11:00am, Shift B: 10:30am-1:30pm, Shift C: 1:00pm-4:00pm – 2 volunteers per shift)

Recovery Floor: The Recovery Room on the 40th floor is where all participants go immediately after finishing. Volunteers here direct people to the elevators, restock food, & keep the area clean.

(Shift A: 7:30am-11:30am – 1 volunteer needed, Shift C: 2:30pm-5:30pm – 2 volunteers needed – 18+ only)

Red Carpet: These volunteers form a tunnel to congratulate participants as they step off the elevator onto the 40th floor. Participants walk along this “Red Carpet” tunnel and into the recovery room. These volunteers are encouraged to be as outrageous and enthusiastic as possible. Noise makers are handed out to add to the cheerful and high energy atmosphere! *(Shift C: 2:00pm-5:00pm – 5+ volunteers needed)*

Registration: Volunteers check in participants, hand out packets and assist with questions or concerns.

(Shift C: 1:00pm-4:00pm - 5 volunteers needed – 18+ only)

Set-Up: Volunteers are needed to help setup the Top Floor (this is the only area that will not be setup the day prior). Enjoy the beautiful view as the sun comes up! **This position may require some heavy lifting.**

(6:15am-8:15am - 4 volunteers needed)

Start Line Monitors: Start Line Monitors line up participants, escort them to the start, check their bib for the correct start time, and sound the starting noise.

(Shift A: 7:30am-11:00am, Shift B: 10:30am-2:00pm, Shift C: 1:30pm-4:30pm- 14 volunteers needed per shift)

Volunteer Check-In: Assist with checking in volunteers, hand out t-shirts, prepare staff and volunteer snacks/lunches, answer volunteers questions and organize groups based on position.

(Shift B: 10:30am-3:00pm – 2 volunteers needed)

Water Stop/ Cheerleaders: Enthusiastic volunteers pass out water to participants in the stairwells at designated floors along the Climb. A positive attitude and great cheering skills are required as participants appreciate a smile and words of encouragement as they climb. These volunteers will also be in charge of mopping up occasional spills and making sure the stairwells are kept free of clutter. **Each water stop is manned by 2-3 volunteers.**

(Shift A: 7:30am-11:00am – 13 volunteers needed, Shift B: 10:30am-2:00pm – 11 volunteers needed, Shift C: 1:30pm-5:00pm – 23 volunteers needed)