

2024 Grandma's Marathon Volunteer Captain Openings

Grandma's Marathon is lucky to have a dedicated team of key volunteers and volunteer captains committed to making our race weekend a success. Volunteer captains and key volunteers are responsible for many areas of the event, including overseeing our 15 water stations, runner hospitality, working with course marshals, start & finish line areas, planning of the William A. Irvin 5K, and much more.

If you are an organized individual who enjoys helping others and is also passionate about Grandma's Marathon or special events, please reach out to our Program Director Alivia Nelson via email at alivia@grandmasmarathon.com to inquire about being a volunteer captain.

Water Station Captain

Role Summary: Water Station captains oversee all logistical elements of their water station leading up to and on race day. There are generally 2-4 water station captains at each station to provide all the necessary support for planning and race day, and roles are divided amongst them.

Responsibilities

- Volunteers
 - Assist in recruiting volunteers for your water station
 - Communicate regularly with Program Director about volunteer recruitment numbers and needs. Program Director will supplement volunteers, if needed
 - Connect with recruited volunteers to provide information about their shift
 - Manage volunteers on race morning including check in, giving instructions, etc.
 - Identify and assign area leaders from race day volunteers as needed
- Attend four water station captain meetings in April, May, June and wrap up meeting in July/August
- Pick up supplies Thursday of race week (Thurs June 20, 2024) at Water Station Equipment Pick Up
 - Many captains store some of their supplies in their own space but Grandma's Marathon is happy to store any supplies
- Review current protocol and operate water station based on guidance from the office
- Assess and communicate equipment needs to office
- Check water station site and place advance supply drop signs (week of event)
- Race Day
 - Check in with HAM radio (communications) and medical volunteers assigned to station
 - Arrive approximately 2 hours before volunteers arrive to begin setting up water station
 - Be the point of contact for volunteers, additional vendors, and the marathon office at your water station
- Provide feedback about water station to office for improvements next year

Ask Me Info Captain – Canal Park

Role Summary: Oversee Ask Me Info volunteer team in Canal Park on Grandma's Marathon race day.

*Extensive prior knowledge of the event is preferred (staff can provide orientation as needed).

- Coordinate with office ahead of race weekend to identify frequently asked questions
- Oversee and educate Ask Me Info volunteers on Saturday of Grandma's Marathon weekend
 - Check in with volunteers and help answer questions they may not have the answer to on race day
- Help develop materials for Ask Me Info team
- Help recruit knowledgeable volunteers to be a part of the Ask Me Info team
- Attend Friday evening finish area walk through (if possible) to be aware of any last minute updates and meet other captains
- Receive briefing on and understand basic race day emergency protocols (lost child, evacuation routes/shelters)

Ask Me Info Captain – Half Marathon Start

Role Summary: Oversee Ask Me Info volunteers and serve as key information volunteer to runners at the Garry Bjorklund Half Marathon start area (on Scenic Hwy 61 near McQuade Safe Harbor) Grandma's Marathon race day.

*Extensive prior knowledge of the event is preferred (staff can provide orientation as needed).

- Coordinate with office ahead of race weekend to identify frequently asked questions
- Oversee and educate Ask Me Info volunteers on race morning, ahead of the Garry Bjorklund Half Marathon start
 - Check in with volunteers and help answer questions they may not have the answer to on race day
- Help develop materials for Ask Me Info team
- Help recruit knowledgeable volunteers to be a part of the Ask Me Info team
- Attend Half Marathon Start Captains pre-event meeting
- Receive briefing on and understand basic race day emergency protocols (lost child, evacuation routes/shelters)



Bayfront Green Team Captain

Role Summary: Grandma's Marathon is dedicated to putting on a sustainable event and being a leader in our region by showing how large-scale events can have a positive impact on the environment.

- Help recruit Green Team volunteers who are interested in sustainability
- Oversee Sustainability efforts at Bayfront on Race Day
 - Connect with vendors and staff about waste sorting best practices
 - Troubleshoot issues on race day with support from the Grandma's Marathon office
 - Distribute supplies to Green Team stations
 - Check trash/recycling/compost to make sure it goes into the correct streams
- Provide feedback to the office on sustainability materials distributed to volunteers and Green Station process
- Attend Bayfront and sustainability planning meetings leading up to event
- Attend Thursday evening walk through of finish line to ensure supplies are ready, receive any last minute updates and meet other captains

Course Green Team Captain

Role Summary: Grandma's Marathon is dedicated to putting on a sustainable event and bring a leader in our region by showing how large-scale events can have a positive impact on the environment.

- Help recruit Green Team volunteers who are interested in sustainability to assist at the half marathon and full marathon start lines
- Oversee data collection of race course sustainability and provide feedback about best practices and places for improvement.
- Ride with Race Course services team at the end of the races
 - Troubleshoot issues on race day with support from the Grandma's Marathon office
- Provide feedback to the office on sustainability materials distributed to volunteers and Green Station process
- Attend Water Station and sustainability planning meetings leading up to event

Finisher T-Shirt Captain

Role Summary: Oversee the distribution of finisher t-shirts to Garry Bjorklund Half Marathon Finisher and Grandma's Marathon Finishers on race day.

- Volunteers
 - Assist in recruiting volunteers to hand our finisher t-shirts

- Communicate regularly with Program Director about volunteer recruitment numbers and needs. Program Director will supplement volunteers, if needed
- Connect with recruited volunteers to provide information about their shift.
- Manage volunteers on race morning including check in, giving instructions, etc.
- Identify and assign area leaders from race day volunteers as needed
- Attend 2 finish line captain meetings in April and June and wrap up meeting in July/August
- Attend Friday evening finish area walk through (if possible) to be aware of any last-minute updates and meet other captains
- Assess and communicate equipment needs to office
- Race Day
 - Check in with marathon staff and begin setting up station
 - Arrive approximately 1 hour before volunteers arrive to begin setting up t-shirts
 - Be the point of contact for volunteers, additional vendors, and the marathon office at your finish line station
- Provide feedback about improvements that can be made in future years.

Final Finisher Captain

Role Summary: Help ensure that our last finishers have the same amazing experience as the first. This role will coordinate obtaining refreshments & supplies from other finish line captains and distributing to final finishers as they cross the line.

- Assist in recruiting a few volunteers to help with your station
- Race Day
 - Coordinate with t-shirts, medals, finish line water, gear bags, heat sheets, and post-race refreshments to gather a small inventory of finisher refreshments & supplies as their day ends
 - Communicate with Grandma's Marathon Staff about how many people are still on course, supply needs, set up time, etc.
 - Cheer on the final finishers of the race, welcome them across the line and provide them with necessary post-race refreshments, finisher items, and other supplies needed
- Attend 2 finish line captain meetings in April and June and wrap up meeting in July/August
- Attend Friday evening finish area walk through (if possible) to be aware of any last-minute updates and meet other captains
- Provide feedback about improvements that can be made in future years.

Course Marshal Captains

Role Summary: Oversee a section of the Grandma's Marathon racecourse to ensure participant and spectator safety and assist with course set-up/clean up. Provide direction and support to your section course marshals and communicate with Grandma's Marathon staff & race officials.

- Assist in recruiting a few volunteers to help in your racecourse section
- Attend one racecourse captain meeting in April/May for position orientation
- Pick up and distribute volunteer supplies (T-shirts, safety vests, traffic flags) as needed
- Drive/bike/walk your racecourse section ahead of the event to familiarize yourself
- Reach out to section volunteers ahead of race day to introduce yourself and provide contact information
- Race Day
 - Check in with all course marshal volunteers in your section pre-race and throughout the day (a bike is recommended for course marshal captains only). Be point of contact, answer questions, provide coverage for breaks, etc.
 - Coordinate with other volunteer groups in your section (such as water stations, course entertainers or medical)
 - Serve as a key point of contact on the racecourse, communicating needs or concerns to Grandma's Marathon staff and helping to troubleshoot if necessary.
 - Cheer on runners, and assist with opening the racecourse safely as the end of the race reaches your section.
- Provide feedback about improvements that can be made in future years.

Finish Line Clean Up Captain

Role Summary: Oversee the breakdown of the finish chute for Grandma's Marathon and the Garry Bjorklund Half Marathon. Grandma's Marathon is dedicated to being a good community partner and takes pride in making it look like their event was never there.

- Coordinate and oversee finish line volunteer clean up group. Provide day of instructions about break down priorities, equipment and check out process.
- Ensure all materials are neatly stored away and delivered to appropriate areas
- Maintain timeline so roads can reopen on time
- Ensure all trash is picked up from the street after all vendors load out
- Attend 2 finish line captain meetings in April and June and wrap up meeting in July/August
- Attend Friday evening finish area walk through (if possible) to be aware of any last-minute updates and meet other captains
- Assess and communicate equipment needs to office
- Race Day

- Check in with marathon staff and begin breakdown begins
 - Arrive approximately 1 hour before volunteers arrive to begin setting up t-shirts
 - Be the point of contact for volunteers, additional vendors, and the marathon office at your finish line station
- Provide feedback about improvements that can be made in future years.