



## Garfield Track Stars

### Volunteer Job Descriptions for Each Day



1<sup>st</sup> Recess - 30 minutes (10:30 - 10:55am)



CHEERLEADER (3 positions ~ possibly includes 4-5<sup>th</sup> grade student as standing position):

- Encourage, cheer
- Monitor Corners
- Safety

Materials Needed for Shift:

- GTS Vest

LAP MARKER (2 positions):

- Check off laps as completed on the Lap Card
- Collect Completed Lap Cards
- Issue new Lap Cards (write grade, teacher, first name & last initial)
- Turn in Completed Lap Cards to Run Coordinator
- Place Running Chute (orange cones)

Materials Needed for Shift:

- Clip Board
- Blank Lap Cards
- Metallic Pen
- GTS Vest
- Orange Cones

RUN COORDINATOR (1 position):

- Retrieve GTS box from Office conference room
- Meet & check in volunteers at 10:30 & hand out materials
- Trouble shoot problems, questions & coverage (as needed)
- Collect GTS Vests & materials
- Collect & log completed lap cards in Program Note book
- Restock supplies in GTS Box (Blank Lap Cards & pens)
- Return GTS Box to designated spot

Materials Needed for Shift:

- Extra supplies
- Clip Board
- Blank Lap Cards
- Completed Lap Card envelope
- GTS Vest
- GTS Vest

**GTS SQUAD (MORE CLASS 8-10 students):**

**Students:**

- Print Certificate & assemble with charms
- Promote GTS to student body
- Discuss and evaluate program effectiveness and new ideas
- Write Thank You letters & other related GTS correspondence

**Leader:**

- Log student mileage, verify spelling, issue # of miles on each lap card
- Sort lap cards for GTS Squad Students and issue for printing
- Support GTS Students in ideas for promotion & new ideas
- Place completed Lap Card along with certificate/charm into Teacher's box in Office

**PROGRAM COORDINATOR (2 positions):**

- Recruit & maintain Volunteer registry
- Schedule Volunteer Shifts (6 per run day: ideally 3 parents, 1 staff, 1 student, 1 community)
- Order Supplies
- Set up initial forms for the year & notebook
- Log Goals & measure outcomes
- Seek Back ground checks from volunteers & coordinate with Office
- Trouble shoot problems, questions & coverage (as needed)
- Coordinate publicity for running program (bulletin boards, flyers)
- Coordinate external relations with community volunteers & sponsors