

City of San Jose  
Volunteer San Jose  
**JOB DESCRIPTION**

Job Title: Senior Games Volunteer

**Supervisor:** Judi Baxter

**Length of Commitment Desired:** half day or full day

**Dates volunteer are needed:** Sr. Track & Field Meet, August 21 or 22 ??

**Location of volunteer work:** Evergreen Valley HS, 3300 Quimby Road, San Jose, CA

**Duties:**

Athlete-Registration –	check in athletes and give them their running numbers and Information packets
Volunteer check in –	for volunteer check in
Hospitality –	serve coffee, fruit and etc for volunteers
Escort athletes -	escort runners to start line
Field Events -	assist track and field officials: assist marking distance, height and retrieval of shot of discus. Rake long jump pit
Stats -	assist with head stat person, record times, distances for awards
Set up -	set up tables and chairs, tents, award stands; carry equipment to location of needs supplies
Break down -	break down and fold tents, take down tables and chairs, award stand and clean up all areas so that the facility if clean.

**What is fun and meaningful about this job?**

Seeing how these men and women over 40 years of age are in good physical condition and love doing track and field – the athletes appreciate all you do for them to make this day special.

**Desired Qualifications:**

**The volunteer must:**

Enjoy working with people  
Pleasant personality  
Some knowledge of track and field  
How to read a measuring tape  
Follow directions  
Willing to work early

**Minimum Age Requirement:** 16 years old

**Training:**

You will be given a short orientation prior to start of your assigned duty

Number of Volunteers Needed: 25

Comments/Other: We do provide lunch and t-shirt for all volunteers. You will enjoy your day.

Date: March, 29, 3004 By: Judi Baxter