



VOLUNTEER JOB DESCRIPTIONS

Gym Supervisor – One Adult

- Gather score sheets and work with site coordinator to update the scores on the printed brackets. Turn in score sheet to site coordinator so they can update the brackets online.
- Confirm with site coordinator before sweeping floors between games.
- Guide coaches and parents to athletic trainer as needed. Notify site coordinator if an incident report is required.
- Notify concessions when there is approximately 5 minutes left in the games to prepare for rush.
- Help site coordinator hand out awards for 1st, 2nd, 3rd and consolation teams on Sunday.

Floater – One Adult

- Help out with concessions when they are busy & fill in as needed in other areas—i.e. running clocks.
- ONLY AT HOMES/TOMS - Run between schools to update or swap concessions stock as needed.
- ONLY AT TOMS – Keep all individuals (with the exception of gymnastics personnel) out of the gymnastics gym.
- Monitor the hallways/area so players are not dribbling the basketballs or throwing them in the hallway/entrance and stop bottle flipping.
- Help site coordinator hand out awards for 1st, 2nd, 3rd and consolation teams on Sunday.

Admissions – Two Adults

- Collect admissions and provide change if necessary.
- Facilitate the coaches' sign in.
- Track the PLHS boys' team volunteer sign in and ensure the boys know the court to which they're assigned.
- Notify Site Leader if missing a PLHS boys' basketball volunteer.
- Provide directions to the other tournament sites.

Concessions – Four Adults

- Communicate what concessions are available to customers.
- Collect payment and provide change if necessary.
- Prepare food. Have an awareness of when the games will end, and prepare to cover the rush with enough chilled drinks and prepared hotdogs.
- Utilize Clorox wipes to keep concessions and eating areas clean.
- Periodically walk through school to clean up concessions trash, and wipe down tables with Clorox wipes.
- Notify site coordinator when stock is low or additional change is needed.

TOURNAMENT CONTACTS BY LOCATION

LOCATION	NAME	PHONE NUMBER
TOMS	Maria Brinkman	952.250.3274
	Alex Borchardt	612.578.9303
	Jess Crowley	651.955.8935
HOMS	Kasey Tschepen	612.387.8128
	Katrina Post	952.300.7627
PLHS	Rhiannon Johnson	952.310.4878
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