



Marathon Volunteer Job Descriptions

Thank you for volunteering!

Station	Description	Shirt Color
Water Station	<p>See detailed directions attached</p> <ul style="list-style-type: none"> • Part Safety Officer: Our first priority is to provide a safe course for our runners. Please keep the course free of debris and communicate any medical/safety issues to your Medical Team member and Communications Team member. Water Stations can begin to clean up when the sweep bike comes by to tell you that last runner has come through. • Part Cheerleader: Cheer the runners on – it’s a long course, for some runners 26.2 miles, and you’ll be the only people they see for miles. Get up, get excited, and keep them moving. Be creative, decorate your hydration station in a theme, bring a radio to play music, wear funny hats – you’ll be part of the inspiration that keeps the runners moving. Do not tell runners they are almost there no matter where you are on the course. Use words of encouragement like “Good job!” “Keep going!” “Dig deep, you can do it!” • Runner Hydration: As runners pass by, shout what you are holding (water or PowerAde) and hand to runners as they pass. As you hold out cups to runners, hold cup at the bottom so runner can easily grasp cup from you. Continue to pick up cups that runners have discarded on course to maintain safe and clear course for runners. 	Yellow
Water Station – Medical	<p>Provide emergency medical support if needed. Communicates through HAM radio operators if EMS services are needed. Lehigh Valley Hospital nurses, physician assistants, physicians, physical and occupational therapists, etc. will fill these posts. Will be certified in CPR and First Aid. Medical can leave when the sweep bike comes by to tell you that last runner has come through.</p>	Medical Vests/Light Blue
Course Marshalls	<ul style="list-style-type: none"> • Part Safety Officer: Our first priority is to provide a safe course for our runners. Course Marshalls are positioned throughout the course usually at intersections and are responsible for directing runners at turns. Marshalls can leave when the sweep bike comes by to tell you that last runner has come through. • Keeping Runners on Course: As soon as you see a runner, begin to signal with your hands and your voice which direction or turn they are supposed to make. Often runners get in a zone and need plenty of advance warning to know which way to head. A leg captain on a bike will pass by your location prior to the runners to verify all volunteers are in place. They will be able to tell you which direction or turn the runners are going to make at your location. If all else fails, point runners in the direction of the lead bike which will pass you just before the runners come by your post. • Part Traffic Cop: Course marshals are positioned at intersections that are blocked for traffic. Responsible for keeping cars off the course and maintaining a safe environment for runners. • Part Cheerleader: Cheer the runners on – it’s a long course, for some runners 26.2 miles, and you could be the only people they see for miles. Get up, get excited, and keep them moving. Be creative, bring a radio to play music, wear a funny hat – you’ll be part of the inspiration that keeps the runners moving. Do not tell runners they are almost there no matter where you are on the course. Use words of encouragement like “Good job!” “Keep going!” “Dig deep, you can do it!” 	Yellow & Foam Finger



Station	Description	Shirt Color
Relay Team Exchange Marshall	<ul style="list-style-type: none"> • Part Traffic Cop: Relay Team Exchange Marshalls are responsible for making sure the exchange between relay runners is smooth and safe. Responsible for keeping other runners (not in the race yet) out of the relay exchange chute and helping identify runners coming in to make their exchange by calling out their team name. • Part Timing Official: EXCHANGE #1 ONLY (Parkettes, Allentown): This race uses timing chips attached to back of the runners bibs. The first and last runner on each team will wear a timing chip to record their time. At Exchange #1, you are responsible for making sure that all incoming runners remove their timing chip and dispose of them. If not, there is the possibility that they could alter their team's recorded time if they accidentally cross a timing mat. • Part Safety Officer: Our first priority is to provide a safe course for our runners. Marshalls can leave when the sweep bike comes by to tell you that last runner has come through. 	Yellow
Food	<ul style="list-style-type: none"> • Food: Food and water at exchanges and Finish Festival is for runners and volunteers only. Runners must have bib #s or volunteer shirt visible to receive food. Provide food to runners and keep the food tent organized. Keep food station free of debris and clutter. Food Volunteers can begin to clean up when the sweep bike comes by to tell you that last runner has come through. • Trash & Recycle: Monitor trash and recycling cans at exchange point. Empty and tie-up bags when needed and place next to trash cans. Replace trash/recycle bag in cans. • Food Transport: Transport any leftover food and water to finish line once sweep biker has come through exchange to indicate the last runner is through. 	Yellow
Parking/Info	<ul style="list-style-type: none"> • Parking: Direct relay runners to parking at Exchange Points. Parking volunteers can leave when the sweep bike comes by to tell you that last runner has come through. • Information: Provide general information to runners and spectators, location of bathrooms, food, water, medical, etc. 	Yellow & Foam Finger
Bag Drop – Start	Pack & label bags for runners and prepare for transport to finish line. Have runners wrap duct tape around bag handle to create a label and write Bib # and Runner's name on tape. Place bags directly into vehicle that will transport bags to finish line. There will be extra empty bags if runners need them.	Yellow
Bag Drop – Finish	Line bags up by Runner's Bib # at the finish line. Organize bags and return bags to runners who checked them at the starting line.	Yellow
Awards	See detailed directions attached Set-up awards at Finish Festival. Hand out finishers medals to marathon runners as they cross the finish line. During awards ceremony, hand awards to announcer, make notes of awards not claimed. Label and re-pack unclaimed awards.	Yellow
Expo (Race Packet Pick-Up, Goody Bags, Shirts)	Shifts are available on Saturday (9am to 5pm) before race day. Hand out race packets, goody bags and shirts to runners and assist with Expo operations. Partial shifts available.	Yellow
Race Packet Assembly	Shifts are available on Friday, Tuesday and Wednesday (10 to 4:30pm) before race day. Assemble race packets for runners. Partial shifts available.	Yellow



Station	Description	Shirt Color
HAM Radio Operators	<p>Provide event communication. HAM Radio operators are stationed at the start, water stations, exchanges and finish line. Once they arrive at location, report into HAM Command that water station is set-up and staffed by volunteers and Medical. If supplies run low, communicate back to HAM control. HAM can leave when the sweep bike comes by to tell you that last runner has come through.</p> <p>• Hazardous Condition/Cancellation/Alteration Plan Flags will be flown at remote water stations and exchanges indicating race day conditions. When you arrive at site, all 3 flags will be clipped to flag pole. Remove yellow and red flag and put in safe place. Green Flag indicates the marathon is on and there are no known hazards; Yellow Flag indicates to proceed with caution (in the event of moderate weather conditions such as high heat and humidity); and Red Flag indicates the marathon has been stopped and all runners should proceed with caution to the nearest exchange point or seek immediate shelter due to severe weather conditions or other emergency. Flag changes will be communicated by the EMS Command to HAM who will change the flags at Marathon water stations and exchanges if necessary. At end of race, clip all three flags back on pole.</p>	Red
Timing	Assist professional race timing team at the finish line. No timing experience necessary.	Yellow
Finish Festival - Medical	Provide emergency medical support to runners at finish line medical tent. Lehigh Valley Hospital nurses, physician assistants, physicians, physical and occupational therapists, etc. will fill these posts. Will be certified in CPR and First Aid.	Medical Vests/Light Blue
Finish Festival - Massage	Provide massage for runners at finish line.	
5K Walk – Check-In & T-Shirts	<ul style="list-style-type: none"> • Check in walkers, collect donations and hand out T-Shirts to walkers. • Walkers were instructed to bring their donations accompanied with a donation form; place all donations and donation forms inside an envelope. Sealed envelopes should have their 5K Walk Registration email confirmation stapled to the envelope. Volunteers collect envelope, place in Rubbermaid container and hand out a t-shirt. The first 250 walkers who pre-registered for the walk will receive a t-shirt. • For walkers who did not pre-register, check-in at the “Register Today” table. Walkers complete a registration envelope. Any donations are placed in this envelope. Seal the envelope and place in Rubbermaid container. 	Yellow
5K Walk – Food & Water	<ul style="list-style-type: none"> • Set-up, serve and stock water for walkers. Provide refreshments for the walkers and assist them in anything they may need. 	Yellow
5K Walk – Parking	<ul style="list-style-type: none"> • Direct walkers to parking. 	Yellow



Marathon Volunteer Job Descriptions Leadership Positions

Station	Description	Shirt Color
Lead Bike – Marathon & Relay	<ul style="list-style-type: none"> Leads marathon and relay runners through course. Will have radios for communication. Checks in with race operations through radios at every exchange point to give status of lead runner. 	Yellow
Lead Bike - Half Marathon	<ul style="list-style-type: none"> Leads half marathon runners through course. Will have radios for communication. Checks in with race operations through radios at every exchange point to give status of lead runner. 	Yellow
Leg Captain	<p><i>See detailed directions attached</i></p> <p>Ride mountain or hybrid bikes on the relay leg to check on all stations and volunteers. Will do an initial sweep ride of their leg to confirm that all water stations are set-up and manned. Continuously ride leg to check safety of runners, supplies, etc. After last runner passes, pick-up mile markers and return to closest exchange point. Leg captains should ride with backpacks. Leg captains will have radios for communication. Leg captains can leave when the sweep bike comes by to tell you that last runner has come through.</p>	Orange
Exchange Captain	<p><i>See detailed directions attached</i></p> <p>Responsible for operations at exchange. Manages exchange volunteers. Coordinates SAG transport if necessary. 2 at each exchange, one acts as MC. Review water station job description. Leg captains can leave when the sweep bike comes by to tell you that last runner has come through.</p>	Orange
Sweep Bike	<ul style="list-style-type: none"> Rides behind last runner, tells water station and other volunteers when last runner has passed. Checks in with race operations through radios at every exchange point to give status of last runner. Pick up any leftover mile markers along course and deposit at nearest Water Station for pick-up by Operations Team. 	Yellow
Mile Marker Set-Up	Set-up 3 sets of mile markers on course. One for the Marathon on left side, one for the Relay on right side and one for Half Marathon on the right side.	Yellow
Operations Team Leader	Deliver and set-up Water Stations.	Hot Green



Water Station Set-Up

Thank you for volunteering!

We truly appreciate your support in making this a community supported event helping children and adults with disabilities living in the Lehigh Valley. You are making a difference!

Volunteers should drink bottled water. Please reserve gallons of water and PowerAde for runners.

Hydration Team:

- 5 Hydration Station Volunteers
- 1 Medical Team member (CPR certified, equipped with medical supplies)
- 1 Communications Team member (equipped with radio)

Staffing Needs:

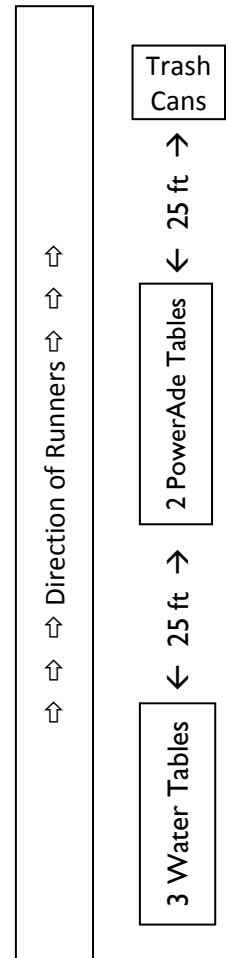
- 1 person setting up cups
- 2 people pouring fluids
- 3 to 5 people out front handing out to runners (above volunteers can move into these positions as needed)

Hydration Station Supplies:

- | | |
|--|--|
| <ul style="list-style-type: none"> • PowerAde Cups • Coca Cola Cups (for water) • Warning Flags (red, yellow, green) • Water Station # Sign • Water Sign • PowerAde Sign • 5 Tables | <ul style="list-style-type: none"> • Water • Bottled Water • Filled PowerAde Cooler • PowerAde Powder • Ice • Garbage Can & Bags • Recycle Can & Bags |
|--|--|

Hydration Station Set-Up:

- Fill 1st and 2nd (and for some, 3rd) table with Coca-Cola cups filled with water.
- Mix PowerAde
 - Pour in 5 gallons of water. Pour in 2 pouches of PowerAde powder. Put lid on PowerAde cooler and shake cooler. Mix. Two people can do this, one on each side of the cooler. Add 5 gallons of water, put lid on and shake again.
- Fill 3rd and 4th (or for some, 4th and 5th) table with PowerAde cups filled with PowerAde.
- Continue to refill cups keeping table covered – it's always better to have more than you think you'll need.
- Do not put out too much PowerAde too early, it attracts bees.
- Keep PowerAde Cooler up on the table. If it is on the ground it will attract and fill with ants.



Water Stations 2, 3, 8 & 9:

All 1,200 runners will hit your water station quickly and in a large pack. Have your water and PowerAde set up and ready to go for your first runner, see your volunteer assignments for time of first expected runner.

Water Stations 8 to 17:

The half marathon starts at 7:15am at Main and Market Streets in Bethlehem. After your first wave of runners (half marathon runners), you will experience a short lull while waiting for the relay teams and marathon runners to reach you. Take this time to replenish your supplies of PowerAde and water. Your 2nd wave of runners will hit about 45 minutes after the first wave.

If you need to mix more PowerAde, do so at this time. Pour in 5 gallons of water. Pour in 2 pouches of PowerAde powder. Put lid on PowerAde cooler and shake cooler. Mix. Two people can do this, one on each side of the cooler. Add 5 gallons of water, put lid on and shake again.



Water Station Set-Up (continued)

Hydration Station Clean-Up (remaining supplies will be taken to finish line by Operations Teams):

- When notified by Sweep Biker that last runner has passed, it's time to break down.
- Scan entire area for garbage and place in trash bags.
- Dump filled cups and throw cups in trash bags.
- Put empty water jugs and bottles in recycle bags.
- Remove PowerAde and Water signs and throw away.
- Throw away paper PowerAde & Water signs.
- Collapse and stack tables, chairs and banner.
- Repackage unused cups and stack on top of table for pick-up.
- Leave PowerAde in thermos for pick-up.
- Leave unused water jugs on top of table for pick-up.

Your Responsibilities:

- **Part Safety Officer**
 - Our first priority is to provide a safe course for our runners. Please keep the course free of debris and communicate any medical/safety issues to your Medical Team member and Communications Team member.
- **Part Cheerleader**
 - Cheer the runners on – it's a long course, for some runners 26.2 miles, and you'll be the only people they see for miles. Get up, get excited, and keep them moving.
 - Be creative, decorate your hydration station in a theme, bring a radio to play music, wear funny hats – you'll be part of the inspiration that keeps the runners moving.
 - Do not tell runners they are almost there no matter where you are on the course. Use words of encouragement like "Good job!" "Keep going!" "Dig deep, you can do it!"
- **Runner Hydration**
 - As runners pass by, shout what you are holding (water or PowerAde) and hand to runners as they pass.
 - As you hold out cups to runners, hold cup at the bottom so runner can easily grasp cup from you.
 - Continue to pick-up cups that runners discard on course to maintain a safe and clear course for runners.
 - Note: not every runner will take water or PowerAde at every hydration station.

Thank you for your time and energy today – we appreciate your support in creating success every day for the people we serve. Via of the Lehigh Valley is a non-profit human service agency that provides services for children and adults with developmental disabilities like autism, Down syndrome and mental retardation. Serving the community since 1954, Via helps individuals and families from birth through retirement focusing in Children's Services, Community Connections and Employment.



Awards Job Description

Set-up awards at Finish Festival. Hand out finishers medals to marathon runners as they cross the finish line. During awards ceremony, hand awards to announcer, make notes of awards not claimed. Label and re-pack unclaimed awards.

Finish Festival - Awards - Medals to Half & Full Marathoners

- As runners cross the finish the line, Marathon and Half Marathon runners are presented with a medal.
 - Marathoners wear blue bibs and get large medals that say Marathon.
 - Half Marathoners wear green bibs and get smaller medals that say Half Marathon.
 - White bibs do not receive medals.

Finish Festival - Awards Ceremony

9:45 am, first ceremony, every hour after that

- As people place in award categories, the MC will receive a print out from the race timers with who has won.
- Ask for 2 copies of winner printouts so we can give out awards while they are being announced, staple and write time on top of sheet.
- Award winners will be announced and should form a line on left of band shell at steps to receive their awards.
- Have designated spot for photographs of winners on right of band shell.
- There are labeled boxes with awards for each race category – Marathon, Half Marathon and Relay.
- Any awards that are not claimed when they are announced should be labeled with the award winners' first and last name (for relay, team name). All unclaimed awards should be boxed at the end of race day.
- As the awards ceremonies continue, cross reference the current sheet of awards winners with the previous set supplied by the timers so you do not repeat award winners.
- Photos: Each person or team will have their photo taken. There are signs in a folder in each of the boxes with each award that says the race category and place. They should hold the sign while they have their photo taken. Runners should make sure their bib # is visible when the photo is taken.

Supplies (will be provided):

- Stapler
- Sharpie
- Pen



Exchange Captain Job Description

The Exchange Captain is the lead supervisor for the Exchange. All volunteers report on duty to the Exchange Captain. Exchange Captains are responsible for the following tasks:

- Operate an orderly and safe exchange operation.
- Oversee the food and beverage operation at the exchange.
- Work affectively with the Leg Captain to ensure the designated leg is fully operational and safe for runners.
- Coordinate the process of relay team's exchanges in an orderly manner.
- Announce incoming runners over the PA to alert runners at the exchange to prepare to be tagged.
- Keep the running course open at all times and maintain crowd control.
- Assist the race timing crew as needed.
- Execute specific tasks that may be unique to the exchange (see below).
- Communicate with race administration effectively to ensure a well run race.
- Oversee SAG Transportation program.
- Assist all runners as needed.
- Report any emergencies to the HAM Radio Operator (red shirt) or EMS personnel.
- Review driving directions and determine good locations for parking signs. Assign volunteers to post and remove parking signs.

Race Status Flags - Hazardous Condition/Cancellation/Alteration Plan

- Flags will be flown at remote water stations and exchanges indicating race day conditions.
- When you arrive at site, all 3 flags will be clipped to flag pole. Remove yellow and red flag and put in safe place. Green Flag indicates the marathon is on and there are no known hazards; Yellow Flag indicates to proceed with caution; and Red Flag indicates the marathon has been stopped and all runners should proceed with caution to the nearest exchange point or seek immediate shelter due to severe weather conditions or other emergency. Flag changes will be communicated by the EMS Command to HAM and Exchange Captains who will change the flags at Marathon water stations and exchanges if necessary. At end of race, clip all three flags back on pole.

Checklist:

- | | |
|--|--|
| <input type="checkbox"/> Exchange Zone set up | <input type="checkbox"/> Food set up |
| <input type="checkbox"/> Race Status Flags in ground at front of exchange zone | <input type="checkbox"/> Relay Exchange Marshalls in place and briefed |
| <input type="checkbox"/> Hydration Station set up | <input type="checkbox"/> Port O-let Signs hung on bathrooms |
| <input type="checkbox"/> Parking Signs placed | <input type="checkbox"/> Timing Clock set up (by Super Race Systems) |
| | <input type="checkbox"/> All volunteers in place |



Exchange Captain Job Description (continued)

Bring with You:

- Duct Tape
- Zip Ties
- Knife
- Scissors
- Paper (10 sheets)
- Marker

Exchange Supplies will be delivered by Operations Team:

- 1 – 10' x 10' Medical/Food Tent
 - 2 tables & 2 chairs
 - Medical Ice Chest with 2 bags of ice
- 1 Timing/Exchange Operations Table & 2 chairs
 - PA System will be set-up here
- 5 cones to create runners exchange
- 3 Garbage, 3 Recycling Cans & Liners
- Hydration Station (see Water Station Volunteer Description for Set-Up, Water Station volunteers handle set-up)
 - 2 tables & 4 chairs
 - Water & PowerAde Cups
 - Gallons of Water
 - Food volunteers will set up food
 - PowerBars & Gel
 - Bottled Water
 - PowerAde Cooler
 - Back-up PowerAde Concentrate

Special Notes:

Exchange #1, Parkettes

- Removal of Timing Chips: Relay Exchange Marshalls will need to remove timing chips of incoming relay team members before they leave the exchange area. Timing chips are on the back of the bib.
- Parking is at the corner of Martin Luther King/Union Street and 3rd/4th Street, one block down Martin Luther King Drive towards Bethlehem. Parking volunteers will report to Parkettes and then report to parking lot with Parking Signs.

Exchange #2, Main Street Depot Restaurant

- For the marathon and relay runners, the section of the course at River Drive and the bridge to Sand Island between the Ice House and Fritch Fuel will have 3-way runner traffic. The volunteers in this section need to be very aware of their duties and which way runners should be directed (map attached).

Exchange #3, Freemansburg Canal Park

- Because of bee issue, PowerAde will **NOT** be available at this exchange (mile 17). It will be available at mile marker 15.8 and 18.6
- Exchange Captain needs to put cones in front of Willow Grove Hotel to reserve 3 parking spots for Hotel staff.



Exchange Captain Job Description (continued)

Exchange #4, Riverview Park

- There are 2 parking lots at Riverview Park; the first lot immediately off of Lehigh Drive is for race participants and spectators. The 2nd lot that runs along the baseball field is for the exchange. Put cones across the entrance from the first parking lot to the second to stop cars from entering the paved lot.
- Set up 5 cones to make turn onto Lehigh Drive from towpath.

Finish Line, Center Square Easton

- Operations Site Manager
 - Help vendors get set-up in right positions using Finish Festival Map.
 - Deliver/Transport to Finish Line
 - Awards, deliver to awards band shell
 - Towels, deliver to Finish Line
 - LVHN Sunscreen, deliver to LVHN tent
- Volunteer Site Manager
 - Volunteers will check in with you, make sure they get to the right spot, refer to their job descriptions.
 - Hang banners on awards band shell.
 - Oversee Medical HUB set-up and tear down.



Leg Captain Job Description

The Leg Captain rides the assigned leg to ensure the hydration stations are functional and operating and Course Marshalls are at their assigned posts. Additionally, the Leg Captain inspects the leg for any unsafe condition and reports the condition to race administration and the HAM Radio Operator nearest the condition.

- Assist all hydration station volunteers as needed to ensure proper operation of the station.
- Check that Course Marshalls are at their assigned posts and know which way to point the runners.
- Put out any street barricades along the course that have not been placed.
- Monitor race activity along the leg with attention toward safety and any runners that may need assistance.
- Assist the Exchange Captain and Assistant Exchange Captain as needed.
- Assist runners as needed.
- Report any emergencies to the HAM Radio Operator (red shirt,) EMS personnel or the Exchange Captains.
- Collect Marathon and Relay Mile Markers along your leg of the course and leave at closest water station.

Special Note: As you are passing runners, loudly announce your presence by saying “Biker, passing on your left.” Always try to pass runners on the left.

- **Leg 1 - 5.5 miles**

- ⇒ Lehigh Valley Hospital, Cedar Crest & I-78 (Allentown) to Parkettes, Martin Luther King Dr. & S. 4th St. (Allentown)
- ⇒ Ends at mile marker 5.5
 - Marathon Mile Markers - 1 to 5
 - Relay Mile Markers - 1 to 5

- **Leg 2 - 6.5 miles**

- ⇒ Parkettes, Martin Luther King Dr. & S. 4th St. (Allentown) to Main St. Depot Restaurant, Main & Lehigh St. (Bethlehem)
- ⇒ Ends at Mile Marker 12
 - Marathon Mile Markers - Miles 6 to 12
 - Relay Mile Markers - Miles 1 to 6
- ⇒ **Special Instructions:**
 - **Hamilton Street Bridge (Allentown):** Runners will use the left side of the Hamilton Bridge which will be closed to traffic. The volunteers in this section need to be very aware of their duties and which way runners and traffic should be directed (map attached).
 - **Ice House/Sand Island Bridge (Bethlehem):** Section of the course at River Drive and the bridge to Sand Island between the Ice House and Fritch Furl will have 3 way runner traffic. The volunteers in this section need to be very aware of their duties and which way runners should be directed (maps will be email to captain).



Leg Captain Job Description (continued)

- **Leg 3 - 4.8 miles**

- ⇒ Main St. Depot Restaurant, Main & Lehigh St. (Bethlehem) to Canal Park, Main St. & Lockhouse Rd. (Freemansburg)
- ⇒ Ends at Mile Marker 16.8
 - Marathon Mile Markers - Miles 13 to 16
 - Half Marathon Mile Markers - Miles 1 to 4
 - Relay Mile Markers - Miles 1 to 4
- ⇒ **Special Instructions:**
 - **Ice House/Sand Island Bridge:** Section of the course at River Drive and the bridge to Sand Island between the Ice House and Fritch Furl will have 3 way runner traffic. The volunteers in this section need to be very aware of their duties and which way runners should be directed (map attached).

- **Leg 4 - 5.8 miles**

- ⇒ Canal Park, Main St. & Lockhouse Rd. (Freemansburg) to Riverview Park, Lehigh Dr. (Palmer Township)
- ⇒ Ends at Mile Marker 22.6
 - Marathon Mile Markers - 17 to 22
 - Half Marathon Mile Markers - Miles 5 to 9
 - Relay Mile Markers - 1 to 5

- **Leg 5 - 3.6 miles**

- ⇒ Riverview Park, Lehigh Dr. (Palmer Township) to Center Square, 3rd St. & Northampton St. (Easton)
- ⇒ Ends at Mile Marker 26.2
 - Marathon Mile Markers - 23 to 26
 - Half Marathon Mile Markers - Miles 10 to 13
 - Relay Mile Markers - 1 to 3

