

## Volunteer Responsibilities

**Position: Concessions Coordinators**

**Volunteer:**

**Location:**

**To-do list:**

- 1. Prepare list of suggested donation items and what/how much is needed for meets.**
- 2. Determine equipment needed and where it is located, if we have parents that will bring to meet or if it needs to be purchased and where it will be stored.**
- 3. Prepare an inventory list of equipment purchased by team and responsible party and return to me.**
- 4. Prepare price sheet for meets**
- 5. We will discuss how we might want to assign donations this year.**
- 6. Obtain home meet/invitational schedule**
- 7. Prepare cash box report form to be completed at the conclusion of every meet.**
- 8. Make sure we have a cash box at each meet to make change for concessions and other items sold. Let me know who will be responsible for this and I will put you in touch with the appropriate person at the Y who will get this money ready for us.**

**Job Description & Responsibilities:**

**You will be responsible for making sure we have sufficient food via donations from team families to feed the guests of all home meets and invitationals. Be sure that we have all equipment needed and cash to make change. Insure the concession stand is set up at warm up time. Clean up concessions at the conclusion of the meet. Make sure we feed the school staff. Manage equipment and left overs from meets.**