

South Boston Neighborhood House Ollie Road Race 2006

Volunteer Information

1. General Ollie Road Race Information

2006 Race Dates and Times:

- Adult Race & After-party is Saturday, September 9, at the Bank of America Pavilion, 290 Northern Avenue, Boston, MA 02210. The race begins at 10 am. See attachment for directions and parking information.
- Youth Races & Family Carnival is Sunday, September 10, at the SBNH Senior Center, 136 "H" Street, South Boston, MA 02127. The races begin at 9 am. There is limited on-street parking.
- Volunteer check-in is at 8 a.m. on both Saturday and Sunday. **However, we need some volunteers at 6 am on Saturday.** Please come early this year if possible.

2. Volunteer Arrival and Assignments

Volunteer Check In:

- There will be a Volunteer Check-In Table in a central location where volunteers should sign in to get a t-shirt and an assignment. There is a limited supply of t-shirts and we are only able to give out 1 per volunteer – even to those who volunteer on both days.
- If you are part of a Company, Organization, or Group, please tell the staff at the Volunteer Check-In Table. Most groups will have pre-assigned volunteer jobs.
- If you are an individual, the staff will check to see if you have a pre-assigned job. If you don't, please go to the Volunteer Center where someone will give you an assignment.

Volunteer Duties:

- Volunteer assignments will consist of: Course Officials, Refreshments, Registration, Photographers, Traffic & Parking, Book Give-away, Start/Finish Line helpers, Clean up/Set up. Volunteers can wait at the Volunteer Center to be called for their jobs.
- Please be aware that many assignments are made before the race to ensure that we have all key areas covered. Most volunteers are needed on the course on race day. If there is a particular job you would like to do, please tell the staff when you check in. They will do their best to accommodate you. We ask volunteers to be flexible as well.
- If you finish your assignment early in the day, please return to the Volunteer Center to receive another assignment. Covering more than one job will be a great help to us.
- When you are finished volunteering for the day, please return any equipment, vests, or other miscellaneous items to the Volunteer Center.

3. General Volunteer Information

Volunteer Responsibilities:

- We are counting on our volunteers to help us make this event smooth and seamless – if you have made a commitment to be here for a certain timeframe, please try to keep it.
- The races are very busy and can sometimes be overwhelming for staff as well as volunteers. We ask for your cooperation and patience throughout the day.
- Please be aware that there may be some “Down Time” where volunteers will have to wait between assignments. Use this time to serve as a positive role model for our youth and community by encouraging the runners. Take time to read the hand-out materials and familiarize yourself with the venue so you can guide runners to the right places.
- This race serves as a major fundraiser for our non-profit organization. Items that we give away have either been donated or purchased by SBNH. Please act accordingly and realize that any misconduct or negative behavior is not acceptable and seriously impacts our ability to provide quality programming for the South Boston Community.

Volunteer Rewards:

- After the races, there will be a party with food, drinks, and entertainment that volunteers are invited to attend. You are all welcome to relax and enjoy the rest of the day.
- We will be awarding 2 Volunteer Leadership Awards during our Awards Ceremony. All volunteers – individuals and groups - are eligible to win. Please listen to the announcements to hear if you've won.
- Any students or others who need a letter for community service should put all of their contact information on the sign-in sheet. Letters will go out in October.

4. Other Important Information

Questions & Concerns:

- As a volunteer, people will be asking you questions throughout the day. If you do not know the answers from the training materials, maps, and other materials that you received at check-in, please direct them to the Information Booth or to an SBNH Staff member at one of the tables.
- If you have any questions or concerns before or after the race, please contact Kristen McCosh, Volunteer Team Captain, at 617-464-2869 or volunteer@sbnh.org. Kristen will be at the Volunteer Check-In Table at both races if you need assistance on race day.
- Thank you all very much for your help with this event. We appreciate your commitment and dedication to the community. Please contact us for other volunteer opportunities in the future. We look forward to working with you again soon!