# Volunteer Position Descriptions

## Concessions - A TMC Concessions Handbook is available.

* **Concessions Stand Manager** - The concessions stand manager coordinates all the activities in a concessions stand. This position is very similar to concession stand manager positions at a CRHS Varsity Football game. ***Must have experience as a concession stand manager.***
* **Cashier** - A stand cashier is responsible to take customer orders and collect payment. Each cashier will be in a "window" to greet customers and take their order. TMC will accept both cash and credit card forms of payment so cashiers should be familiar with these type of transactions. There will be a few cash only windows. Cashiers will be responsible to assist in stand cleanup will also be required.***Note: RRISD STUDENTS are not allowed to handle money and therefore may not sign up as a Cashier.***
* **Expeditor** - An expeditor assists cashiers by fulfilling customer orders. An expeditor will be required to assist with food preparation (for example: pouring cheese & taco meat on nachos). Assistance in making sure drink containers remain full may also be required. Assistance in stand cleanup will also be required.
* **Bush's Chicken Runner** - Pick up chicken from local restaurant and deliver to stadium concession stands. Warmer containers and iced tea jugs might need to be brought back to the Bush's Chicken store the following day.

## Field Entry/Exit Gates, Pit Tunnel, Warm-up Area Timekeeper

* **Field Entry / Exit Gate Monitors** - The monitors open/close the gate(s) for the bands and ensembles as they enter and exit the field for their performance.
* **Pit Tunnel** - The pit tunnel personnel help each band's ensemble as they prepare to enter the field. Volunteers monitor the entry and exit from the tunnel under the grandstand at the Kelly Reeves Athletic Complex. A volunteer will guide the ensemble to the Pit Exit Gate once the band has finished performance.
* **Warm-up Area Timekeeper** - Each band is assigned a 45 minute warm-up time. There are six (6) warm-up areas - 3 for the band, 3 for the band's ensemble (pit). The warm-up area timekeeper helps ensure the bands stay on time while in the warm-up area. It is very important that each band stays on schedule through their time in the

warm-up area. The timekeeper ensures each band stays on schedule by giving 10 minute, 5 minute and Move-to-Ready notices to the directors by holding up signs**. A chair and umbrella will be provided for each Band Warm-up areas.**

## First Aid, Setup/Teardown Crew

* **First Aid Lead** - The First Aid Lead is a nurse who will help man and coordinate other First Aid team members to provide minor medical assistance to participating band members. **A tent will be provided.**
* **CRHS HOSA Student Asst** - These students are a part of the CRHS HOSA program. Students will provide assistance as directed by the First Aid Lead.
* **Setup/Teardown Crew Members** - The setup and teardown crew provides assistance to other TMC groups by providing manpower to help setup tables, awnings, mount information signs, etc. before the competition begins and assist in teardown after the competition is completed. These items will be delivered to a particular "Drop Off" zone where they then can be placed within Kelly Reeves per the Sign Placement documents. At the end of the evening, the items are returned to their "Drop Off" zone. Some items will be returned to a different zone. See Sign Inventory document for correct locations. **A TMC Setup Handbook is available with all the necessary information.**

## Parking

* **Volunteer Parking Front Gate Attendant** - Direct incoming buses, equipment trucks, and volunteers to the correct parking lot. **A Parking "Map" will be available. A chair and umbrella will be provided. Volunteers must have a BLUE parking pass.**
* **Spectator Parking Fee Attendant** - Collect fees and distribute parking passes to spectators as they enter the complex. Verify any vehicle re-entering complex has a valid **YELLOW** parking pass. **A tent will be provided.**

**(Not needed if we have a shuttle service to and from Kelly Reeves)**

* **Truck / Equipment Parking Attendant** - Meet arriving band equipment trucks and guide the drivers to their respective parking locations.
* **Bus Parking Attendant** - Meet arriving band buses and guide the drivers to their respective parking locations.
* **South Gate Exit Attendant** - Make sure no vehicles come in the South gate. Open gate for vehicles leaving. **A chair and umbrella will be provided. (Not needed if we have a shuttle service to and from Kelly Reeves)**

## Shout Out Sales, Cedar Green Recycling, Grandstand Usher

## Shout Out Sales - 'Shout Outs' allow spectators to give a greeting of encouragement to a band or particular band member. These announcements are read by the PA Announcer after each band performs. Shout Out sales team members sell messages to spectators and coordinate the delivery of the message to the PA Announcer.

* **Grandstand Usher** - The grandstand usher is responsible to ensure no foot traffic enters/exits the grandstands at the start of a band's performance. The grandstand usher is positioned at the NORTH and SOUTH end of the grandstand walkway. **A chair and umbrella will be provided for each location.**
* **Cedar Green Recycling** - The Cedar Green Recycling team is responsible to maximize our ability to recycle trash created during the TMC event. The team will collect recyclable materials and take them to the large recycle bins at the complex.

## Ticket Management - A Ticket Booth Handbook is available.

* **Ticket Booth Cashier** - A ticket cashier will sell tickets (wristbands) for Prelims, Finals, or All-Day and collect funds in the form of cash or credit card. Cashiers will also distribute the TMC programs. For credit card sales you will need to bring your cell phone with the Square Point of Sale app already installed. Also during Finals you might be asked to work at the concession stands.
* **Main Stadium Gate Monitor** - The gate monitor will confirm each spectator is **wearing** the appropriate wristband for the session they are attending. **No outside food or drink is allowed.**
* **Band Stadium Gate Monitor** - The band gate monitor will verify only authorized personnel (based on wristband, badge, student uniform, etc) enter and exit through the NORTH Band stadium gate.

## Volunteer & Band Check-In, Water Distribution

* **Band Check In** - Greet bands when they arrive, distribute welcome packets to directors, ensure band has completed all paperwork. Introduce band director to band guide and parking assistant. **Band Directors, Staff, and VIP Guests must have a RED parking pass.**
* **A tent will be provided.**
* **Band Check In Runner** - Take any recently completed paperwork from band check in to the Press Box PA Announcer assistant.
* **Volunteer Check In/Out** - Assist volunteers by providing lanyards, meal vouchers (to all day workers) and directing them to their stations. Keep log of volunteer attendance. Provide information to leads to help balance staff shortage/overage.
* **Water Station - Band** - Fill and distribute cups of water to band members as they exit the field after performance. **A tent will be provided.**
* **Water Station - Front Ensemble** - Fill and distribute cups of water to front ensemble members as they exit the field after performance. **A tent will be provided.**

## Bus Driver Lounge, Press Box Elevator, Judge Hospitality, Judge Score Tally

## Bus Driver Lounge Monitor -The bus driver lounge is an area on the ground floor on the west side of the press box. The lounge is intended to provide a place for school bus drivers to relax, have a light refreshment, and restroom facilities. The lounge will only be open during Preliminary Competition. The lounge monitor will ensure that only bus drivers (indicated by a unique colored wristband) are allowed into the lounge. The monitor will also replenish snacks and beverages throughout the day.

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* **Press Box Elevator Monitor** - The Press Box Elevator entrance is located at the center of the west side of the HOME grandstand. The monitor ensures that only personnel with the appropriate credentials are allowed into the elevator.
* **Press Box Hospitality Staff** - The Judge hospitality staff help prepare food and beverages for personnel working in the Press Box. The primary focus of this team is to provide meals and refreshments for the TMC judging panel. There is a kitchenette on the 4th level of the Press Box to provide a space to prepare food.
* **Judge Score Tally Staff** -The Judge Score Tally Staff includes Press Box statisticians and Field Level Judge Assistants. The ***Booth Statisticians***both compile the scoring from the judges as well as processing the audio files from each judge's voice recorder. The files are then posted, at the appropriate times, to a Dropbox account for dissemination to the band directors. The ***Field Level Judge Assistant*** provides assistance to the judges on the field by assisting in collection of the audio and written critique.
* **Social Media Staff** - The ***Competition Blogger & Twitter Operators*** post on social media to provide updates to the public. The blog and twitter provide 'near real time' updates on the competition throughout the day.

Free water will be available at many locations inside and outside the stadium. Periodically runners will ask the volunteers if any food is needed. A meal voucher will be provided for every 4 hour shift that is worked.