



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 Gatorade) 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. St. Luke’s University Health Network 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 – Finish Line	<ul style="list-style-type: none"> • Food: Food and water at Finish Festival is for runners and volunteers only. Runners must have bib #s or volunteer shirt visible to receive food. Before runners arrive at the finish, make food bags for runners. Each bag gets one of each food item. Hand one food bag to each runner as they come through the tent. Runners MUST have on race bibs to get food. • 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. 	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 Check – Start	Check that bags from runners have a bag check tag attached with a zip tie. Bag check tags are attached to the runner's bib # and can be torn off to be attached to bags with a zip tie. Place bags into bins that are labeled runner numbers. Place bins in vehicles that will transport bags to finish line after the start of the race, after you've been cleared to do so. There will be extra empty bags if runners need them.	Yellow
Bag Check – 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	<p>See detailed directions attached</p> <p>Set-up awards at Finish Festival. Hand out finishers medals to 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.</p>	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 Concierge, Expo	Two hour shifts are available on Saturday (9:30am to 5:30pm) before race day at the Expo. Answer questions about packet pick-up, the course or Via. FAQs and answers will be provided. Race Concierge is separate from the Solutions Desk which handles registration issues.	

336 West Spruce Street | Bethlehem
 610-317-8000 | fax 610-867-5385
 ViaNet.org | Via@ViaNet.org



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Station	Description	Shirt Color
HAM Radio Operators	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.	
	<ul style="list-style-type: none"> 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. 	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. St. Luke's University Health Network 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.	



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.	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 Gatorade for runners.

Water Station Team:

- 15 Water Station Volunteers
- 1 Medical Staff (CPR certified, equipped with medical supplies)
- 1 Communications Team member (equipped with radio)

Staffing Needs:

- 5 people setting up cups
- 12 people pouring fluids
- 10 to 12 people out front handing out to runners
(above volunteers can move into these positions as needed)

Water Station Supplies:

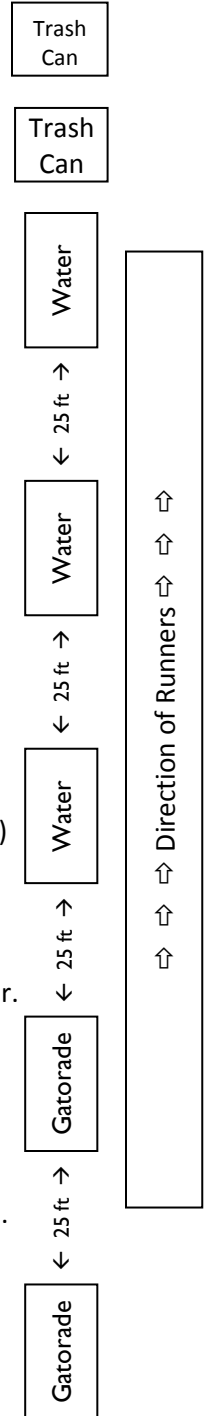
- | | |
|--------------------------------------|---|
| • Gatorade Cups | • Gatorade Concentrate |
| • Water Cups | • Stirrer |
| • Warning Flags (red, yellow, green) | • Plastic Gloves |
| • Tables | • Ice (Water Station Captains to Bring) |
| • Water | • Garbage Can & Bags |
| • Gatorade Cooler | • Rake (Water Station Volunteers Bring) |

Water Station Set-Up:

- Each water station will have a supply container. It will either be UNIT 12' container or a 12' Penske truck. It may be locked with a combination lock. The combination is R-A-C-E.
- Set up all 5 tables in you container in a straight line, spacing the tables 25 feet apart from each other. The first 2 tables will be set up for Gatorade, the second 3 tables will be set up for water.
- Gatorade only goes in Gatorade cups. Water may go in any other cup you have in your stock.
- Cover the entire table with cups. A table should hold approximately 300 cups.
- From a gallon container, fill cups with either water or Gatorade pouring down row after row in an expeditious manner.
- Each station will have 2 - 6 gallon Gatorade thermoses and Gatorade concentrate in 1 gallon bottles. 1 gallon of concentrate makes 6 gallons of Gatorade. Plastic stirrers will be provided.
- As runners come by, hand them a cup of fluid they request. Hold the bottom of the cup so the runners may grab it without stopping.

Water Stations 2 & 3:

All 2,250 runners will hit your water station quickly and in a large pack. Have your water and Gatorade set up and ready to go for your first runner, see your volunteer assignments for time of first expected runner.





Water Station Set-Up (continued)

Water Stations 8 & 9:

All 1,000 runners will hit your water station quickly and in a large pack. Have your water and Gatorade set up and ready to go for your first runner, see your volunteer assignments for time of first expected runner.

Water Stations 8 to 15:

The half marathon starts at 7am at Main and Walnut 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 Gatorade and water. Your 2nd wave of runners will hit about 45 minutes after the first wave. If you need to mix more Gatorade, do so at this time. Pour in 1 gallon jug of Gatorade concentrate. Pour in 5 gallons of water. Put lid on Gatorade Cooler and shake Cooler. Mix. Two people can do this, one on each side of the cooler. Repeat if you have more than one Gatorade Cooler.

Water Station Clean-Up:

- When notified by Sweep Biker that last runner has passed, it's time to break down.
- Place all empty gallon bottles back in the boxes they came in and stack them back on the pallet in the container in an orderly manner.
- Empty Gatorade Thermos.
- Place all water station supplies back in the rear of the container.
- Clean up the water station site and place all trash in the large plastic bags supplied to you and place them in the front of the container.

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 Gatorade) 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 Gatorade 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 agency that provides services for children and adults with disabilities like autism, cerebral palsy, Down syndrome. Serving the community since 1954, Via's staff and volunteers help individuals and families from birth through retirement to gain life skills, obtain meaningful employment and develop social connections.

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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 Runners

- As runners cross the finish the line, Relay runners, and Marathon and Half Marathon runners are presented with a medal.
 - Marathoners wear blue bibs and get medals that say Marathon. Ribbon matches the bib.
 - Half Marathoners wear green bibs and get medal that say Half Marathon. Ribbon matches the bib.
 - Relay Runners wear white bibs and get medal that say team Relay. The relay medals will be grouped in 5's – one for each member of the team. Give all 5 to the relay runner crossing the finish line.

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.

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:

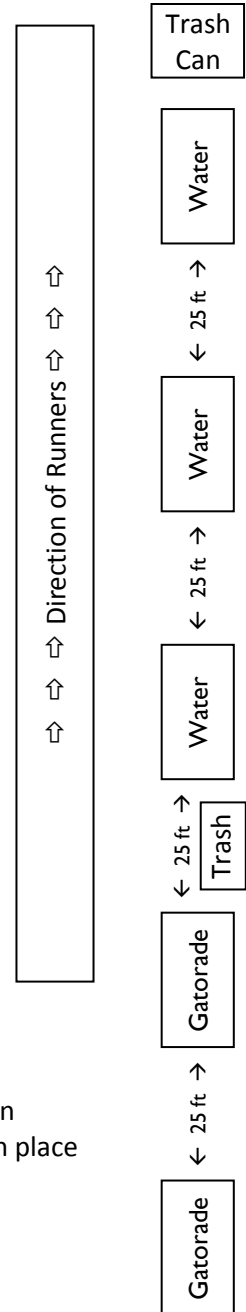
- Set up and unloading of supply truck staged at exchange. You will have a list of supplies that will be on your truck.
- Operate an orderly and safe exchange operation.
- Oversee the beverage operation at the exchange.
- Work affectively with the Leg Captain to ensure the designated leg is fully operational 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 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"/> Cut Zip Ties on Port-O-Lets | <input type="checkbox"/> Gels set up at Water Station |
| <input type="checkbox"/> Water Station set up | <input type="checkbox"/> Relay Exchange Marshalls in place |
| <input type="checkbox"/> Exchange Zone set up | <input type="checkbox"/> All volunteers in place |
| <input type="checkbox"/> Race Status Flags placed in front of exchange zone | <input type="checkbox"/> Timing Clock set up and set |
| <input type="checkbox"/> Parking Signs placed | |





Exchange Captain Job Description (continued)

You will receive a tool kit on Saturday that includes:

- Set Up Information
 - Volunteer List
 - Volunteer Job Descriptions
 - Captain Job Description
 - Exchange Maps
 - OPP's Delivery List
 - Race Official Sign for Car
 - Race Official Tag with Phone #'s (2)
- Timing Clock
- Medical Banner for Tent
- Parking Signs
- Walkie Talkie
- Bull Horn
- Supplies
 - Spray Chalk
 - Scissors
 - Zip Ties
 - Duct Tape
 - Paper (10 sheets)
 - Permanent Markers
 - Gloves for Water Volunteers

Bring with You:

- Box Cutters or Knife

Exchange Supplies will be in a UNIT/truck staged at your site:

- 10' x 10' Tent
- Tables & Chairs for:
 - 1 Timing/Exchange Operations
 - PA System will be set-up here by TechniCom
 - Water Station (see below)
- Cones to create runners exchange
- Garbage Cans & Liners
- Water Station (see Water Station Volunteer Description for Set-Up)
 - PowerGel
 - Gatorade Cups
 - Water Cups
 - Warning Flags (red, yellow, green)
 - Tables
 - Water
 - Gatorade Cooler
 - Gatorade Concentrate
 - Stirrer
 - Plastic Gloves
 - Ice (Water Station Captains to Bring)
 - Garbage Can & Bags
 - Rake (Water Station Volunteers to Bring)

Special Notes:

Exchange #1, Parkettes

- Remove Timing Chips: Relay Exchange Marshalls 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. City of Allentown will remove large stones and log that are blocking parking lot.

Exchange #3, Freemansburg Canal Park

- Because of bee issue, Gatorade will **NOT** be available at this exchange (mile 17). It will be available at mile marker 15.8 and 18.6
- Place cones in front of Willow Grove Hotel to reserve 3 parking spots for Hotel staff. Runners and spectators should be directed to park in the large stone lot on Main Street, NOT the Willow Grove Hotel.

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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 - 6.2 miles**
 - ⇒ J. Birney Crum Stadium (Allentown) to Parkettes, Martin Luther King Dr. & S. 4th St. (Allentown). Ends at mile marker 6.2
 - Marathon Mile Markers - 1 to 6
- **Leg 2 - 5.8 miles**
 - ⇒ Parkettes, Martin Luther King Dr. & S. 4th St. (Allentown) to Wooden Match Restaurant, Main & Lehigh St. (Bethlehem). Ends at Mile Marker 12
 - Marathon Mile Markers - Miles 7 to 12
 - Relay Mile Markers - Miles 1 to 5
 - ⇒ **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.
- **Leg 3 - 4.8 miles**
 - ⇒ Wooden Match 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
- **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