

## **GOLF CLASSIC VOLUNTEER JOB DESCRIPTIONS**

*All golf volunteers are required to dress in appropriate golf course attire - no jeans. Please review the job descriptions below before registering to make sure you can handle the duties as described. Some duties involve being outside in the sun, lifting golf clubs, etc. All volunteers are welcome to eat lunch or dinner (depending upon shift time) once the golfers have eaten (exception are Shift 1 on-the-course volunteers who may eat earlier), but you must indicate this at registration. Volunteering at this event qualifies for community service hours for students age 16 and older – just have the Volunteer at Check-In sign your service form.*

### **Volunteer Check-In: (3-hour shift)**

The Volunteer Check-In position will greet and check in all volunteers as they arrive inside the clubhouse by the golfer check-in area. This person will give volunteers their name tags and a golf program, review their assignments with them, and direct them to their assignment location. They will also collect volunteer name tags at the end of the Volunteer shifts and hand out coupons to thank them for their volunteer service. For anyone needing community service hours, this position will sign their forms. This position must report to the Volunteer Chairman if anyone fails to show up for their shift so that floaters can be assigned to fill in any gaps. This position will need to ensure that some volunteers on the course are taken or picked up by golf cart to and from their assigned locations, using the help of floaters, staff or Golf Chairmen to drive carts, however, this position will not drive carts.

### **Golfer Check-In: (2 ½ hour shift)**

Duties may include one or more of the following: Check in registered golfers at the front desk inside the clubhouse, distribute golfer tee gifts, welcome golfers and answer questions, smile, and help the Golf Event Coordinator, as needed.

### **Bag Drop Attendant: [NEW POSITION] (2 ½ hour shift)**

The Bag Drop Attendant welcomes golfers who drive up to the bag drop station located outside the clubhouse, receives their golf bag, then carries it to the line-up of carts and places their bag of clubs into the appropriate cart. Bag Drop Attendants also direct golfers where they are allowed to park their cars and the golfer [not the Bag Drop Attendant] parks their own car. **This position requires that the volunteer must be able to lift and carry golf bags filled with clubs to golf carts.** May want to bring sunglasses and sunscreen.

### **Putting Contest Volunteer: (3-hour shift)**

Assist golfers with putting contest; answer questions about the rules (see program); entertain golfers waiting in line (just kidding... that's Adam Hamilton's job this year!). **May want to bring sunglasses and sunscreen.**

### **On-Course Spotter: (3-hour shift)**

Help golfers locate balls hit off target; Drop hand towel near ball's location; Little to no golfer interaction required; Do not touch the ball; Work on your tan. If you are assigned to the hole with the hole-in-one contest, it is important that you watch every tee off and not leave your post until your replacement arrives because you will be required to witness any hole-in-one winners and fill out paperwork attesting to the hole-in-one. Bring a camera/phone to take pictures or videos of the winner jumping up and down, which will surely get lots of hits on social media! **Bring your own lawn chair, white hand towel, and sunscreen.**

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### **Floater Job Duties: (3-hour shift)**

Fill in for volunteers who are late or don't show up; Run errands for Event Coordinator and Chairpersons; Greet and answer questions; Assist vendors with set-up; Help as needed. May be assigned outside so come prepared with sunglasses, sunscreen, and lawn chair (in case you get assigned to be a ball spotter).

### **Awards Party & Clean Up Duties: (2-hour shift)**

Direct golfers to food and beverages as they return from the course at the end of the tournament into the clubhouse for the Awards Party. Assist Leadership Committee with handing out awards and prizes to golfers (and auction items, if applicable). Pack up and load Leadership Committee cars with signs, bags, supplies, leftover prizes, snacks, beverages, etc. **This position may involve some lifting.**