

BLUE JAYS ORGANIZATION

VOLUNTEER NEEDS for HOME & AWAY GAMES

Required number of volunteers for each **HOME** game per squad game (Flag, Freshman, JV, Varsity)

Function	Role	Volunteers # needed per squad game	Notes
<i>Kitchen</i>	Pre-night prep	2	<i>Night before games, meet kitchen coordinator at Bentley 6pm or 7pm to help set up (~1-2hrs)</i>
	Expeditor	2	
	Grill	1	
	Wrap & Run	3	
	Window	2	
	Runner / Float	1	
		11	Subtotal kitchen
<i>Field</i>	Pre-Flag game Setup	5	<i>Pre-Flag game (7am)</i>
	Chains	2 (but 0 for flag)	<i>Flag only requires down marker (1st yards = 20)</i>
	Down marker	0	<i>Only need 1 for away games</i>
		7	Subtotal field
<i>Other</i>	Caretaker	1	
	50/50 raffle	2	
	Post-Varsity game cleanup / teardown	6	<i>Post-Varsity game till about 6pm</i>
		9	Subtotal other
<i>Press Box</i>	Announcer	1	
	Spotter	1	<i>Need 1 for home & away games</i>
	Scoreboard	1	
		3	Subtotal press box
		30	Total for home games

Required number of volunteers for each **AWAY** game per squad game (Flag, Freshman, JV, Varsity)

Function	Role	Volunteers # needed per squad game	Notes
<i>Field</i>	Down marker	1	
<i>Press Box</i>	Spotter	1	
		2	Total for away games

VOLUNTEER SPOT JOB DESCRIPTIONS

KITCHEN – PRE-NIGHT PREP: 7pm – 9pm

(Two people sign up) This spot is for the **NIGHT BEFORE** the home games. You meet the Kitchen Coordinator at Bentley Field's Concession Stand. The Kitchen Coordinator will direct you to do different jobs needed in assisting him getting things ready for the next day's game. Unloading goods collected and bought from the truck and putting them away in the kitchen. Getting appliances set up, items into coolers, etc.

KITCHEN - EXPEDITOR:

Works in the kitchen to ensure all is running smoothly. Checks on stock, helping where needed or where there may be a rush or a shortfall of volunteers. Responsible for condiment area and napkins while making sure area is clean. Make sure warmer is stocked of foods needed and refrigerator is full. Takes direction from the kitchen coordinator during their shift.

KITCHEN - GRILL:

Work the grill grilling hamburgers, hotdogs (etc.) to ensure plenty of grilled food is prepared during the game as needed.

KITCHEN - WRAP AND RUN:

Wrap the foods that come off the grill and put into the warmers for the kitchen window. Running between the concession area and the grill getting any food that is done and or giving the grill any raw foods needed to get grilled. They also manage the coolers, wrap burgers, wrap hot dogs, make walking tacos, nachos, etc). One will be stationed on the line of coffee, nachos, walking tacos, and popcorn. A second will be helping wrap and run, making pork sandwiches + manage the coolers

KITCHEN - WINDOW:

Work the window taking orders. You are responsible for taking cash/making change or being able to take a CC and use the square.

KITCHEN – RUNNER-FLOAT:

This person's job will vary week-to-week but will provide general help around the kitchen. You must be able to drive with a vehicle (*may need to drive to get items from Gordon Foods [GFS OPENS AT NOON] on 6 Mile and Middlebelt*). The Kitchen Coordinator will dictate what jobs are needed the day of the game.

FIELD – SETUP (pre-Flag game):

Game Day for home games. 7am, meet at the Bentley Field Garage (opposite side of the bleacher from the concession stand). Meet with the Field Coordinator and assist in setting the field up, so it is game day ready. Once that is done, you head over to the kitchen so you can help the Kitchen Coordinator with any set up needs that remain.

FIELD - CHAINS:

Stand on the visiting team sideline and keep track of the 10 yards they need for a first down.

FIELD - DOWN MARKER:

Stand on the visiting teams sideline keeping track of the downs throughout the game and marking where the line of scrimmage is.

OTHER - CARETAKER:

You are responsible for emptying all garbage bins & putting into dumpster at front gate, replacing the bags within the concession area and in the stands, sweeping up any major messes, picking up garbage around the black top surrounding the concession stand, picking up both restrooms and stocking them with TP and soap. (see last page)

OTHER – 50-50 RAFFLE:

Meet at the kitchen where you will receive a bucket of tickets and an apron. You are responsible for walking up and down the bleachers getting people to participate in the 50/50 raffle. The more fun and outgoing you are with this, the more successful the raffle will be. This is done the first half of the game. You are responsible for counting the money and getting the tickets up to the announcer’s booth for a drawing during half time. After the drawing is done, return the money, buckets and aprons to the Kitchen Coordinator.

OTHER – POST VARSITY TEARDOWN:

After Varsity game end till about 6pm, meet at the Bentley Field Garage (opposite side of the bleacher from the concession stand. Work together as a group to clean up under, around and on the bleachers, the parking lot area, the field area and anywhere that is needed to ensure Bentley Field is clean (garbage free) and ready to go for the next day or weeks games. Return supplies and equipment to shed at south end of Bentley.

PRESS BOX - ANNOUNCER:

EXPERIENCE IS NOT MANDATORY, BUT STRONGLY RECOMMENDED! You are announcing the game from announcing the teams to the play by play. You must be able to speak clearly. You also need to be able to pump up the crowd appropriately and at proper times. Be able to read off any announcements needed during the game. You must be able to multi-task during the game.

PRESS BOX - SPOTTER:

This person is watching the game and letting the announcer know who ran the ball and who made the tackle. Must be able to read the numbers on the athlete’s jerseys.

PRESS BOX - SCOREBOARD:

This person is responsible for starting and stopping the clock per refs signal, keeping track of the score, what down it is, time outs and what quarter it is.

Volunteer Caretaker Responsibilities

- During the game (your time slot), your assignment is to walk around to each area and make sure that Bentley (ie. concessions, stands, bathrooms...) is in good condition and there are no safety hazards which could cause people to slip
 - If something doesn't look right, or is a terrible mess, or you need help, see a field coordinator or a director for questions
- All supplies (garbage bags, gloves, toilet paper, paper towels, soap...) are located in the garage (where we do weigh-ins)
 - All garbage goes into the dumpster located near the front gate
- Check all garbage cans located by concession stand and along the stands (between track and stands). Empty if they are $\frac{3}{4}$ full. Please leave an extra bag hanging on the side of the can
- If the returnables cans are $\frac{3}{4}$ full, empty the returnables and place the $\frac{3}{4}$ full bag in corner near the dumpster
- Check with kitchen to see if they have any garbage cans that they need emptied
- Check both bathrooms and restock as necessary:
 - Hand soap
 - Toilet paper
 - Paper towel
 - Empty small garbage cans and main garbage cans in bathroom if $\frac{3}{4}$ full
- At halftime only (after cheer halftime performance): check the field garbage cans that are located near the football player benches (on both sides of the field) and empty if $\frac{3}{4}$ full. Please leave an extra bag hanging on the side of the can
- Please help pick up garbage that is on the ground around concession stands or in the stands

Thank you for helping the Blue Jays make Bentley a great experience for everyone!