



LOGISTICS VOLUNTEER

JOB DESCRIPTION

Updated April 21, 2021

- Read and follow the Volunteer Code of Conduct
- Must be available to attend area and state events of the sport you are working
- Meet with Sport Director & Sport Coordinator to gather all the information on out of town trips concerning dates, stopping points, times of meals, number of meals etc.
- Sport Director will supply you with numbers and lists at the beginning (for planning purposes) and then closer to event for accurate numbers and lists. You will also receive the room and chaperone assignments
- Responsibilities include
 - Meals
 - Arrange healthy meals for registered athletes & volunteers when we are out of town for any SO event
 - Contact Treasurer to make arrangements for payment of food
 - Make choices that stay within the Sioux Falls Fireworks budget.
 - During the events, SOSD is responsible for feeding registered athletes & volunteers
 - You will be responsible for picking up lunches or whatever needs to be done as requested by SOSD.
 - Hotel Rooms
 - Take over the hotel room assignments from the Sport Director at the hotel during the event
 - Secure keys from hotel and organize by chaperone prior to check-in
 - Hand out room keys to chaperones and then get back from them prior to check out
 - If any changes to rooms, inform the Sport Director
 - After check-out, return to each room to make sure no one has left anything in rooms.
 - Turn in keys to hotel
- Sioux Falls Fireworks will provide Sioux Falls Fireworks Volunteers with transportation, meals, lodging and registration fees at Area and State events.

REQUIREMENTS

- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD