



## Finish Line Parking and Shuttle Volunteer Job Description

**Task Overview:** All volunteers are working in the East parking lot of Fort Phoenix.

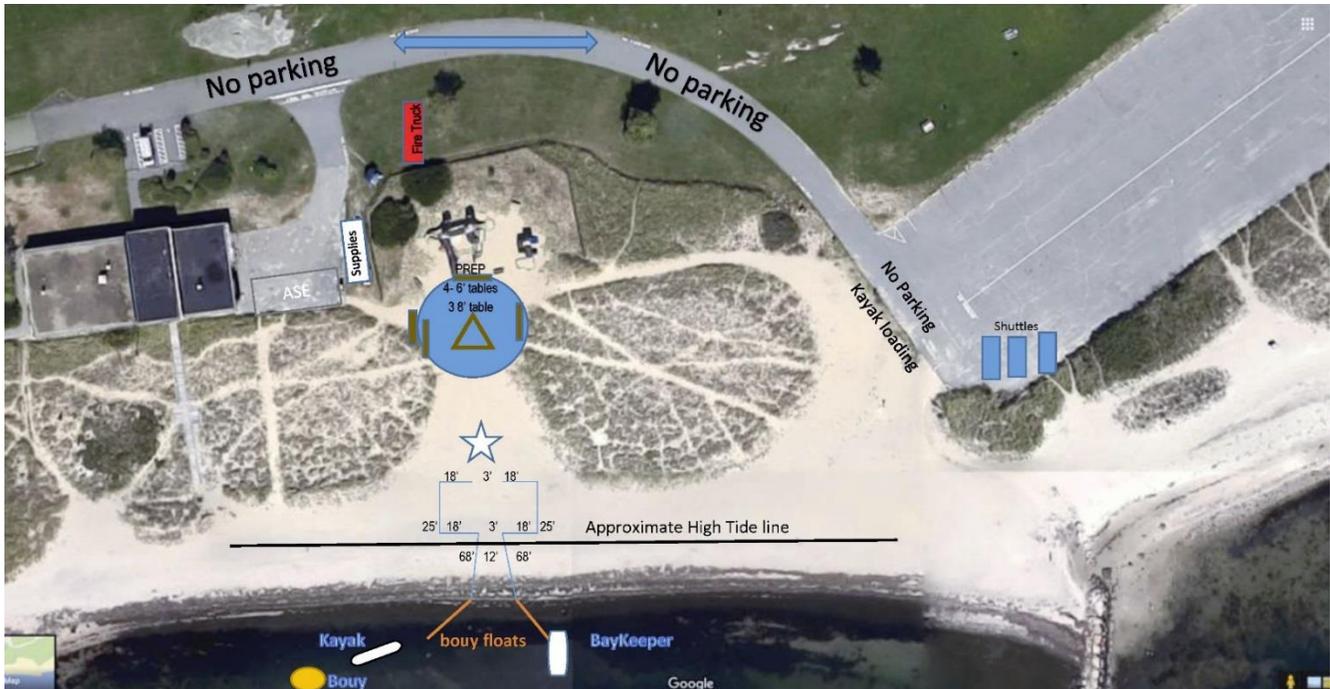
Parking Lead (1) - Put out signs & cones along No Parking area, directs traffic (starting with volunteers arriving at 5:30 am).

Parking Attendant (1-2) – Directs Spectator and Swimmer Pick-Up /Parking, Kayak loading, and answers questions.

Shuttle Contact/Attendant (1) – Located at shuttle pick-up location, maintains contact with the bus driver, keeps track of bus schedule, manages awaiting passengers.

### Directions:

- **All volunteers** should arrive no later than 5:30am for the volunteer muster under the Food Tent. After the muster, parking volunteers should unload their signage, cones, and other materials from the trailer. No Parking signs and cones should be displayed along grass and kayak loading area (see schematic below). Please reserve three parking spaces for Coalition staff and 1-2 spaces for emergency vehicles (ambulance).
- Once setup is complete, **Parking Lead and Attendants** should help direct traffic. If/when East parking lot is full, direct vehicles to the West parking lot. At this time, one volunteer can move to Fort Phoenix entrance so vehicles don't have to drive down and turn around. (In the event both lots fill up, vehicles can then park on the grass in an orderly fashion.) Vehicles picking up kayaks should always be directed to the East parking lot for the kayak loading area. Parking Lead and Attendants should assist with keeping kayak loading area clear.
- Shuttle Attendant should be stationed between the kayak loading and shuttle parking areas. Attendant will receive Shuttle Service coroplast sign from AM shuttle volunteers, and have a shuttle schedule and driver contact information.



### Shuttle Departure Times (Approximate)

- 8:00 am departure from Fort Phoenix Beach
- 8:30 am departure from Fort Phoenix Beach
- 9:00 am departure from Fort Phoenix Beach
- 9:15 am departure from Fort Phoenix Beach
- 9:30 am departure from Fort Phoenix Beach
- 10:00 am departure from Fort Phoenix Beach
- 10:15 am departure from Fort Phoenix Beach

Check in with Jonah (978-886-2489) if shuttles do not show up or are completely off schedule.

Shuttle contacts (only if needed: TBD)

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