

Monsoon Madness – Runner Coordinator Responsibilities

8/1/2019

- 1) Participate on planning committee (about 7 meetings)
- 2) Determine and request volunteer help as needed
- 3) Send email, a couple weeks ahead of the sale to all runners, giving them information and directions for what they need to bring and what they need to know to perform their running job
- 4) Request logistic needs for runners (pop-up tent, table, chairs, wheelbarrows/carts, and vests)
- 5) Oversee runners the day of the sale so that all customers with purchases in a wheelbarrow/cart are helped to their cars and carts/wheelbarrows are returned to the cashier area
- 6) Assign runners to help move large items for customers
- 7) Oversee runners taking breaks and eating lunch
- 8) Send email thank yous to all runners by the day after the sale