



Volunteer Position Descriptions

All shifts are on Saturday unless otherwise noted.

Miscellaneous

Bus Director 5:45-8:30 a.m. Church of the Resurrection

Direct participants onto buses. Keep buses moving, even if they are not full. The buses are not to drive up High Point Rd – racers are to be dropped off at the bottom of the hill and walk/run up. Participants have been informed that the last bus for each race will leave at the following times:

10 Mile Walk – 6:45 a.m. ½ Marathon – 7 a.m. 10 Mile Run – 7:30 a.m.

5 Mile Walk – 8:25 a.m. 5 Mile Run – 8:20 a.m.

Packet Stuffers Thursday, 8am-12pm , UP Health System Portage conference center

Stuff racer packets with bibs and shirts.

Parking Assistant 5:45-8:15 a.m., Church of the Resurrection

Help direct vehicles at registration and shuttle area. Report to Angela to get a vest and further instructions.

Registration Friday 2:30-5:30 p.m. and 5:15-8:15 p.m. at Finlandia Hall,

Saturday 5:45-8:15 a.m., Church of the Resurrection

Register new racers and check-in racers who have already registered. Further directions will be available at the start of your shift.

Finish Line Area – Quincy Green, downtown Hancock

Award Assistant 10-11 a.m.

Assist with award ceremony, crossing off recipients as they receive their award.

Backup Timers 8:15-11a.m.

Assist Superior Timing to record times as racers cross the finish line.

Bag Attendant 8:30-11 a.m.

Assist with racer clothing bags by sorting in numerical order (bib numbers will be written on bag tags tied to the racer bags). Have racers show you their bib number to retrieve their bag.

Clean-up Crew 10:30 a.m.-12:30 p.m.

Meet caboose vehicle to put away supplies. Tear down finish line and clean up Quincy Green.

Half Marathon Awards 8:30-10:30 a.m.

Place finishing medals on all half-marathon participants as they cross the finish line -identified by half marathon written on their bib.

Finish Line Patrol 8:30-11a.m.

Stand at the finish line entrance and monitor flow, only letting race officials into chute. Help move racers on to Quincy Green.

Finish Line Set-up 6-8 a.m.

Assist with setting up the finish line & coordinating detours on Quincy St. Position includes setting up cones, fencing and banners.

Finish Line Tent 7-11 a.m.

Assist coordinators by cutting up fruit, stocking food/water and passing out to racers.

Finish Line Water 8:30-11 a.m.

Direct racers to move onto Quincy Green and not stop flow – prevent congestion in finish line area. Hand out bottled water to racers who need it – limit one per racer. Additional water, powerade and food are at the finish line tent on Quincy Green.

Result Printer 8:30-11 a.m.

Print individual results for racers based on bib number or last name. Further instruction will be provided at the beginning of shift by Superior Timing.

T-shirt Dispenser 8:30-11 a.m.

There will be a t-shirt table located under a tent on Quincy Green. Exchange shirts as requested by racers and coordinate orders if additional shirts are needed.

Race Course

5, 10 and ½ Marathon Mile Start Coordinators

10 mile - 6:15-8:15 a.m. McLains State Park

½ marathon - 6:30-7:45 a.m. Koskela Rd

Help coordinate participants as they arrive for the start of their race. Keep the crowd organized as best as possible. The race starter will be at the each site shortly before start time and can assist with questions if needed. **After race has started, transport racer clothing bags back to Finish Line (Quincy Green) and drop off at bag drop off location indicated by sign. Pick up a safety vest at the Finish Line (Quincy Green).**

5 Mile Start Coordinator 7:15-9:15 a.m. top of High Point Rd

If you are driving to the 5 mile start, park well beyond the race start, as 300+ individuals will be on High Point Rd. Buses are not allowed up High Point Rd – stop any that try to come up for safety of our participants. Assist gate keeper by organizing racers by waves (identified on bibs), all behind start line – 5 mile runners 1st, followed by 5 mile walkers. Keep organizing waves by lining up down the gravel road, so after 1 wave goes off the next wave can step forward toward the start line. The walkers would be at the end of this ‘line’.

5 Mile Gate Keeper 7: 15-9:15 a.m. top of High Point Rd

Organize racers by waves (indicated on bibs), all behind start line – 5 mile runners 1st, followed by 5 mile walkers. Keep organizing waves by lining up down the gravel road, so after 1 wave goes off the next wave can step forward toward the start line. The walkers would be at the end of this ‘line’. **Pick up a safety vest at the Finish Line (Quincy Green).**

5 Mile Traffic Controller 7:30-9:30 a.m.

Assist Michigan State Police with traffic control at the intersection of M203 & High Point Rd. Position yourself where traffic can see you & begin to slow down. Do not let ANY vehicles up High Point Rd except for volunteers. The buses are NOT allowed to drive up High Point Rd – racers are to be dropped

off at the bottom of the hill and walk/run up. **Pick up a safety vest at the Finish Line (Quincy Green).**

Caboose Vehicle 8:30-11am, Course Setup 4:30-6:30am

Specific details for these positions will be emailed to you prior to the race. Positions involve setting up course with aid stations, signs and mile markers along with taking down equipment and putting it away.

Kids Dash 9-11 a.m., Bruno's Motors

Helping with registration and sorting participants by wave/age prior to race start. Race begins by Bruno's Motors at 10:30 a.m.

Race Leader 7:1-8:45 a.m., Koskela Rd

Lead ½ Marathon participants as they begin their race. Stay ahead of the 1st racer and help notify aid stations of their arrival. Michigan State Police will also be leading the race with a patrol car to increase safety on the course. **Pick up a safety vest at the Finish Line (Quincy Green).**

Road Crossing Patrol 8-11 a.m.

Monitor traffic at intersections, helping to provide visibility and notify participants when intersection is clear and safe to cross. Cheer on racers as they go by. Intersections will be along M-203 and Quincy St.

Pick up a safety vest at the Finish Line (Quincy Green).

Intersection	Location
Elevation/M203	Before Church of Resurrection
Michigan/M203	By Memorial Chapel
Michigan/M203	Across from Gloria Dei
Ethel/M203	Across from Houghton County Medical Care
Birch/M203	Across from American Legion
Calumet/M203	Next to Lakeview Manor
Hecla/M203	Across from Superior Smiles
Wolverine/M203	Across from old Marathon gas station
Atlantic/M203	Before Hancock Beach
Anthony/M203	Before Hancock Beach
Gino's Intersection	Assist Hancock Police Dept with road crossing
Montezuma/Quincy St.	Before First Merit Bank - only let race officials onto Quincy
Mesnard/Quincy St.	Across from Finnish American Heritage Center
Ryan/Quincy St.	Bottom of hill by Finnish American Heritage Center
Dakota/Quincy St.	By Remy Battery/MTU Rugby buildings
Scott/Quincy St.	Next to Krist Oil
Scott/Quincy St.	Across from Krist Oil

Sweep Rider 7:30-11 a.m., Koskela Rd

Follow last participant and notify aid stations that they are finished. **Pick up a safety vest at the Finish Line (Quincy Green).**

Water Supply Truck 7:30-10 a.m., Finish Line

Pick up Portage truck at Finish Line, radio volunteer will accompany you for communication purposes. Drive out to Koskela Rd, follow sweep riders on bicycles with hazards on. Pick up water/powerade coolers from first 3 Aid Stations once all participants are past. Bring coolers back to Finish Line Dispensing area, unless an Aid Station needs additional supplies – parking spots will be blocked off for you by First Merit Bank.

Aid Stations

Adopt SSR 7:30-8:30 a.m.

Harrington Ridge 8-10 a.m.

Bear Lake 7:30-9 a.m.

American Legion 8-10:30 a.m.

Boston Creek 7:30-9:30 a.m.

Memorial Chapel 8:15-11 a.m.

High Point Rd 7:45-9:45 a.m.

All supplies will be at the Aid Station prior to your arrival. You will know you are in the correct location if you see tables with water jugs and supplies. **Have your area ready to go by the times indicated above.** Organize your tables so your team will be able to work efficiently, placing Powerade and Gu on the 1st table and water on the 2nd table. Fill cups to 2/3 full, and keep the table full at all times. Stand alongside the road with cups ready to pass along quickly to participants. It is helpful to have 1 volunteer designated to handing out Gu, calling and yelling to the racers to let them know. Pick up all trash and place in garbage bags. Stay on your side of the road- let the runners come to you. **Watch for traffic!** M-203 is not closed to traffic, so always be alert and cautious. Certified athletic trainers will be on site to assist with participant injuries along with HAM radio volunteers for communication. Periodically check your supply – if you are running low, have the HAM radio volunteer contact the supply truck to bring additional supplies. After the sweep has passed, please take down your table and arrange your supplies for the caboose vehicle. Miles are indicated from ½ marathon start at Koskela Rd (red text are miles from the finish line in downtown Hancock). All aid stations are located on M203.

Adopt SSR - Mile 2 (11), ~ 1 mile after McLains entrance, by Adopt-A-Hwy sign

Bear Lake – Mile 4 (9), Bear Lake Rd intersection

Boston Creek – Mile 6 (7), in driveway of green gate

High Point Rd - Mile 8 (5), about 0.3 miles after High Point Rd on your way to McLains

Harrington Ridge - Mile 10 (3), in driveway of Harrington Ridge for sale sign

American Legion, Mile 12 (1), across from American Legion

Memorial Chapel - Mile 12.5 (0.5), Memorial Chapel driveway