



Buzzards Bay Swim AM Shuttle Volunteer Job Description

Timing & Location Details

- **Shift Time: 5:00am-6:00am**
- **Finish Line Location: Fort Phoenix State Reservation**
 - Green St, Fairhaven, MA 02719
 - West Lot, first parking lot

2 volunteers will manage start line shuttle at West Parking lot (parking lot when you immediately enter Fort Phoenix)

Task Overview: There is one bus on the morning of the Swim for swimmers and kayakers (but not kayaks), departing promptly from Fort Phoenix Beach parking lot in Fairhaven at 5:45am and arriving at the Start Line about 6:10am.

Directions:

- Finish Line Captain will arrive at 4:30am to deliver "Shuttle Service" coroplast sign, shuttle registration lists, and BBC logo sign with left-arrow.
- Shuttle volunteers will arrive by 5:00am to check off shuttle registrants as they arrive and board the shuttle.
- Please call anyone who has not arrived 5 minutes before shuttle is set to depart (5:45am) to confirm whether or not they are coming.
- After shuttle departs, volunteers will place the BBC logo sign with the left-arrow where the "Shuttle Service" sign was (directing people to the East Parking Lot), return completed shuttle registration lists and "Shuttle Service" sign to Finish Line Captain.

Important information: This shuttle is for swimmers and kayakers (minus their kayaks) ONLY. If spectators are attempting to ride the shuttle, please direct them to park at the start, watch the start, and then drive back to Fort Phoenix to watch the swimmers arrive at the finish. If they are worried about missing their swimmer, it's best to watch the entire time from the finish line. **If spectators try to ride the shuttle to the start line, there will not be any transportation to take them back to the finish line**

Please call Kate Reilly (508-542-5702) if the shuttle does not show up.

Shuttle 24-hour service number: (508) 999-6436

Any problems or questions? See your Finish Line Captain.

Thank you for volunteering at the Buzzards Bay Swim!



Finish Line Parking and Shuttle Volunteer Job Description

Timing & Location Details

- **Arrival Time: 5:30am**
- **Finish Line Location: Fort Phoenix State Reservation**
 - Green St, Fairhaven, MA 02719
 - East Parking Lot – after the DCR building

Task Overview:

All volunteers are working in the East parking lot of Fort Phoenix.

- **Parking Lead (1 Volunteer)** - Puts out signs & cones along No Parking area, direct traffic (starting with volunteers arriving at 5:30 am).
- **Parking Attendants (1-2 Volunteers)** – Directs Spectator and Swimmer Pick-Up /Parking, Kayak loading, and answers questions.
- **Shuttle Contact/Attendant (1 Volunteer)** – 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. Finish Line Captain will help direct volunteers to parking spaces in East parking lot. 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 sign from the Finish Line Captain, 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

Please call Kate Reilly (508-542-5702) if the shuttle does not show up.

Shuttle contacts: TBD

Any problems or questions? See your Finish Line Captain.

Thank you for volunteering at the Buzzards Bay Swim!