

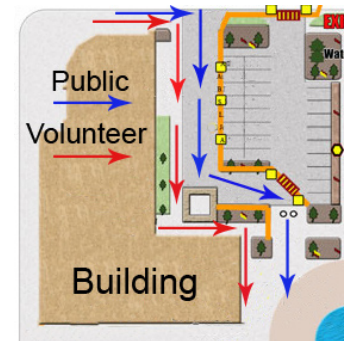
Volunteer Coordinator & Assistants

Position Description:

The Volunteer Coordinator and assistants manage the checkin and preparation of volunteers. During the festival they will monitor and evaluate the effectiveness of the volunteers as well as trouble shoot any areas of concern

All Volunteers, All Shifts, All Stations

- Check at the Site Coordination Tent in the smaller parking lot near Gate 2
- Maintain a clean & organized work area. Use care with all materials/equipment - we reuse.
- Do not leave early unless area is completely clean, all supplies properly put away and you are released by Site Coordinator at Site Tent.
- After your shift check out at Site Coordination Tent to receive: Confirmation/thank you letter and Restaurant Discount Card. If working 9 hours or more you will get a tshirt. All volunteers can purchase tshirts for \$8 (regularly \$12).



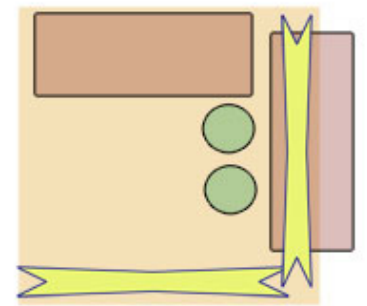
7:00 am - 9:30 am;

- Read and follow general information letter to all volunteers.
- Set up volunteer booth according to diagrams at right.
- Find all supplies in or by the supply trailer. Empty containers should be placed back inside or put under table.
- Move tent into place, Set up tables & chairs
- Place all bins marked Volunteers under the tables.
- Organize supplies on tables. Keep bins neatly organized under tables.
- Checkin & train volunteers as described below.
- Take small clasp envelopes & binders to supervisors that did not check in.



9:15 - 12:15; 12 -3pm; 2:45-5:45pm; 5:30 - 7pm

- Direct performers and all vendors/boothspace exhibitors to Information Booth.
- Admit & THANK anyone with VIP card, they are all either donors or media promoting us!
- Assist Volunteer Coordinator in checking in all volunteers. Provide each volunteer with copy of their job description.
- Provide a volunteer sticker or name tag.
- Show them their work area on map.
- If the volunteer is a supervisor provide their name tag & binder.
- Check out volunteers. Provide with thank you letter/proof of hours and Restaurant Discount Card. If they have worked three shifts provide with a shirt coupon - these can be given in advance so shirt can be worn while working.
- Trouble shoot any problems with volunteers. Track no shows & assign extras where needed.
- Keep area clean. Train replacement. Check out before leaving.



7pm - 8:30pm

- Assist Volunteer Coordinator in checking in all volunteers. Provide each volunteer with teardown information.
- Show them their work area on map.
- Check out volunteers. Provide with thank you letter/proof of hours and Restaurant Discount Card. If they have worked three shifts provide with a shirt coupon.
- Trouble shoot any problems with volunteers. Track no shows & assign extras where needed.
- Teardown/cleanup Volunteer Booth
- Do not leave until entire area surrounding booth is spotless and all materials are neatly packed and taken to the trailer by the site tent.
- Get empty storage containers from the supply trailer or under the tables. Load them back on the trailer as they are filled.
- Fold tents & place in bags/boxes & in the supply trailer.
- Fold tables & chairs and place inside building.
- Pick up all trash and sweep the area (brooms are by trailer).
- Empty dumpster into larger dumpster on main map. When all trash is cleared leave empty rolling dumpster by the larger one in parking lot.

