

Roles and Responsibilities

Activity Stations

Responsibilities and Tasks

- greet visitors and engage children and festival participants
- work with children in a bunch of activities
- volunteers will help the activity leader set up, maintain and clean the activity area and do other jobs as needed
- manage line-ups
- assist activity leader in running hands-on activities

Face Painter

****prior to the Festival, all face painting volunteers must attend a 2-hour face painting workshop where we will cover use of materials, techniques, etc****

Responsibilities and Tasks

- greet visitors and engage the children and Festival participants
- paint designs selected by the children from a small design book at each station
- help with set-up and tear-down of your site
- manage line-ups

Front of House Positions

Volunteer and Performer Check-in

Responsibilities and Tasks

- check-in volunteers and performers and direct them to where they need to be
- first on-site for set-up and organization

Information Booth

(Info booth is the command centre for the festival)

Responsibilities and Tasks

- assist in set-up of info booth and aid in clean-up of booth after your shift
- greet visitors and engage children and festival participants
- provide site and show information on all aspects of the festival, including going over maps of the festival site
- answer questions about the festival
- distribute and/or give festival surveys to festival goers
- responsible for lost and found articles
- responsible for lost children

Ticket Sales Booth “The Gates”

Responsibilities and Tasks

- work directly with Treasurer or Team Captain
- count your float at the beginning and end of your shift. Signed by Team Captain.
- Accept tickets or cash for entrance to the festival
- greet visitors and engage children and festival participants
- place wristbands on wrists

School Hosts

(School host positions are only for Friday morning)

Responsibilities and Tasks

- greet teachers and check them in
- direct them to their workshop or activities
- answer any questions teachers have
- accept payment or cheques if required

Parade

Registration Booth

Responsibilities and Tasks

- give out numbers for participants and tell them where they need to line-up
- ensure all parade participants comply by our parade standards
- answer all questions about the route, what to do after, where to go to line-up

Marshals

Responsibilities and Tasks

- ensure the route is clear and safe to be marched through
- keep the parade moving at a good rate
- eliminate gaps in the parade
- keep the parade on track in case anyone is lost or unsure
- engage the crowd as the parade moves along the route

Operations

Festival Setup & Take-Down Crew

(Volunteers need to be available before the festival opens, Thursday 9am, and after it closes, Saturday 3pm)

Responsibilities and Tasks

- requires lifting over 40lbs of equipment
- set-up of tents, chairs, activity booths
- work in a timely and productive manner

Festival On-Site Team

Responsibilities and Tasks

- ensure the festival is kept running smoothly
- be prepared to help with generators, tents, tables, chairs, and general festival grounds
- trouble shoot for equipment failure
- garbage pick-up and grounds maintenance to keep the area clean

Green Room Host

(The Green Room is where volunteers and performers can rest on their breaks and have snacks and refreshments provided by the Festival Sponsor)

Responsibilities and Tasks

- keeping the green room clean
- stocking refreshments
- making the volunteers and performers feel welcome and comfortable