



### **Pickens Azalea Festival Volunteer Job Descriptions**

Thank you for your interest in becoming a volunteer for the 2018 Pickens Azalea Festival. No prior experience is required, but we can use any expertise you may have developed over the years. All volunteers must be 18 years of age or older. Below is the job description for each of the positions requiring volunteers. ***Please select volunteer position(s) for which you would like to volunteer and complete the Volunteer Information and Position Request form on the back of this page.***

#### **Volunteer Coordinator: (Individual would be member of festival committee)**

- Maintain list of volunteers, shift times, and job descriptions
- Day prior to shift contact volunteer or group Representative to confirm attendance
- Monitor areas for over/under staffing
- Within reason, determine how much volunteer time was used during course of show

#### **Cruise-in Parking Guides: (Fri. Night April 20, 6:00 PM Until?)**

- Provide safe movement of cars within the boundaries of the cruise-in area
- Guide show car drivers into parking position
- At conclusion of show ensure no show vehicle moves without a walker posted on each side of vehicle

#### **Vendor/Artisan Parking Guide: (Sat. April 21, 5:45 AM – 9:30 AM)**

- Meet and Greet Vendors/Artisans at Festival entry points
- Ensure same is at correct entry point
- Explain direction of travel once in Festival area
- Explain that **all unloading** must be completed before setup begins
- Provide directions to booth location

#### **Material Handlers: (Sat. April 21, 6:00 AM – 9:30 AM or Sat. evening 9:00 PM - Until?)**

- Assist Vendors/Artisans Unload and Load Vehicles and Trailers before and after Festival

#### **Traffic Control: (Sat. April 21, 5:45 AM – 9:30 AM)**

- Ensure vehicles within the Festival area are flowing in proper direction
- Provide direction or guide Vendors/Artisans to booth Location
- Keep Unloading/Loading to a minimal amount of time without jeopardizing safety
- Be vigilant for unsafe activity

#### **Parking: (Fri. April 20, 6:00PM – Until?)(Sat. April 21, 9:30 AM – 9:00 PM)**

- (A)Guide Festival patrons to available parking within the city
- (B)Direct Festival patrons to parking spaces within the parking lots
- (C)Provide directions to those confused as how to circumvent the Festival
- Provide directions to specific booth location if asked

#### **Banquet Tent Tables: (Fri. April 20, 7:00 PM – Until?)(Sat. April 21, 10:00 AM – 9:00 PM)**

- During Festival maintain a clean environment for Festival patrons
- Bust tables and wipe tables and chairs after use as required
- When full move trash bags to collection point

#### **Trash Pickup: (Fri. April 20, 7:00 PM – Until?)(Sat. April 21, 10:00 AM – 9:00 PM)**

- Ensure Festival rubbish cans are serviceable. Remove full trash bags, pick up litter around cans, disinfect cans, replace bags, spray disinfectant on any wet areas on the ground around can
- Take full bags to collection point

**Availability: Check shifts that apply. At least one shift must be selected.**

- Friday April 20, 6:00 PM – Until?
- Early Sat. April 21, 5:45 AM – 9:30 AM
- Midday Sat. April 21, 10:00 AM – 2:00 PM
- Afternoon Sat. April 21, 5:00 PM – 9:00 PM

## **Safety Equipment Requirements for Volunteers** **Those Parking Cars, Moving or Guiding Vehicles, Traffic Control**

For all volunteers **Safety** is the first requirement. All volunteers engaged in the above tasks must wear either a safety chartreuse vest. If scheduled for an after dark shift the vest should also include reflective stripes. In addition, a flash light with a colored wand tube or other similar light emitting device is required to direct vehicles after dark.

If you are volunteering for one of the above tasks and have the aforementioned equipment, please bring this to the attention of your Group Representative or the Volunteer Coordinator. Not having the equipment will not prevent you from being selected as a volunteer, but will give the Festival Committee an opportunity to have additional safety equipment available.

Remember, all Staff Members are volunteers. We all share a responsibility to keep each other, the Vendors and Artisans, the show Patrons, and all included property safe during the show hours. You will be fully briefed before you begin your assigned shift and have time to ask any questions you may have. Please plan on being at the Festival Information Booth located at the intersection of Court St. and Main St. at least 15-20 minutes before your shift starts.

### **DISCLAIMER:**

All volunteers must be at least 18 years of age. All volunteers **Must Attend** at least one PAF (Pickens Azalea Festival) committee meeting prior to the festival in order to become acquainted with procedures, rules, and sign a liability waiver. Volunteers must be able to complete a minimum of 4 hours during their assigned schedule. Rules are subject to change at any time. The PAF Board reserves the right to revoke volunteer status at any time prior to or during the festival for any reason.

By signing below, I acknowledge I am 18 years of age or older and have read the duties and responsibilities of the position(s) requested as described on the Pickens Azalea Festival Volunteer Description form.

## **Volunteer Information and Position Request**

Name: \_\_\_\_\_ Ph. Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_

**(You may volunteer for more than one position or 4-hour shift)**

Volunteer Position Requested: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Volunteer Position Requested: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Volunteer Position Requested: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Thank you for volunteering and supporting your community.

Please return completed and signed form to: **Pickens Azalea Festival Inc.**

**PO Box 194**  
**Pickens SC 29671**