



~ 2010 ~

VOLUNTEER JOB DESCRIPTIONS

Team Leaders in each category will determine the final "team roster."

PRE-EVENT

RAFFLE TICKET SALES AT BOULDER DAM CREDIT UNION

Sell raffle tickets to the general public. All supplies, uniforms and change are provided. Requires math skills. Morning shift may require some setup, and late shift may require some teardown. Takes place in shaded area.

FOUNDATION OFFICE – EVENT PREPARATION (Selected by Foundation Office)

Help answer phones, stuff envelopes, make phone calls, prepare supply boxes, etc.

EVENT

ACCOUNTING & TAXES

Prepare, distribute, collect & count cash bags. Distribute change as needed. Collect tax forms and payments from all artists & food vendors. Requires strong accounting skills.

In order to volunteer for this area, you must be approved by the Controller.

ARTIST & FOOD VENDOR CHECK-IN & REGISTRATION

Greet artists, give welcome packages and assist in registration under shaded area. Requires standing.

ARTIST JUDGING & POLICING (Selected by AITP Committee)

Artists, gallery owners and/or art background required. Visit every booth at event on Saturday and decide winners for each category. While visiting each booth, determine if any non-original artwork is being sold. Close down booth for any violations.

BEER & WINE SALES/SERVING BOOTH

Sell/serve alcoholic beverages to attendees. Check ID and provide wristband. All tips to be donated to the Foundation. Must be 21.

BEVERAGE & FROZEN TREAT SALES BOOTH

Sell frozen fruit bars, pre-packaged ice cream, soda and water at satellite locations. Cash handling. Requires math skills. Requires standing uncovered for long periods of time.

EVENT SETUP, TEARDOWN & OPERATIONS

Help set-up and teardown all hospital booths, food court, signage & banners. Help resolve any issues with artists and vendors, such as booth location, setup, etc. Serve as a point of contact for everyone and everything at the event. Requires some heavy lifting and carrying. Requires standing, driving golf carts, and walking long distances.

FIRST AID / LOST CHILDREN

Administer first aid as needed. Also serve as headquarters for lost children. Requires medical background.

FOOD VENDOR ICE & BEVERAGE ORDERS & DELIVERY

Take orders from food vendors for soda and ice products. Distribute products to vendors. Collect payment at end of the event. Golf cart provided. Heavy lifting required.

FROZEN MARGARITA SALES/SERVING BOOTH

Sell/serve alcoholic beverages to attendees. Check ID and provide wristband. All tips to be donated to the Foundation. Must be 21.

INFORMATION & PROGRAM DISTRIBUTION BOOTH

Provide information to the general public, run lost and found and distribute programs. May require roving program distribution.

MARK THE PARKS

Marking the parks for booth locations (chalk/spray paint). Training session will be held prior to event. Event park marking will be held on Thursday, September 30th and will be an all day job.

OFF-SITE PARKING LOT ATTENDANTS

Greet visitors, cash handling and program distribution. Coordinate parking payment at pay lots. Requires math skills. Requires standing for long periods of time in dirt lot.

OPERATIONS

Help resolve any issues with artists and vendors. Serve as a point of contact for everyone and everything at the event. Requires some heavy lifting and carrying. Requires standing, driving golf carts, and walking long distances.

RAFFLE BOOTH SETUP & ARTIST DONATION COLLECTION

Setup booth. Collect donations from artists and make receipts at registration on Friday. Log, number and label donations. Hang donations and decorate for the event.

RAFFLE TICKET SALES & PRIZE DRAWING BOOTH

Sell tickets, draw winners, call winners and distribute prizes. May require roving ticket sales. Cash handling. Requires math skills.

SECURITY, TRAFFIC & PARKING

Make sure appropriate directional, parking and handicap signage is up. Work with police on security and traffic control to all on and off-site lots. Coordinate shuttle service and signage. Monitor parking lots and only let authorized vehicles into each area Friday, Saturday and Sunday. May require standing for long periods of time.

SOUVENIR MERCHANDISE SALES BOOTH

Sell t-shirts, tote bags, hats, visors, fleece blankets and coffee cups. Cash handling. Requires math skills.

STAGE, MEDIA & ENTERTAINMENT

Be the liaison for media and VIP's. Work with audio company to arrange all announcements. Coordinate/run the opening ceremonies.

TRASH PICKUP

Collection and lifting trash from cans into dumpsters. Golf carts provided. Some heavy lifting required.

VOLUNTEER CHECK-IN & HOSPITALITY

Check-in all volunteers and make sure they have lanyard and aprong. Make sure all areas are staffed and send floaters as necessary. Handle snacks and beverages for volunteers. Coordinate meal vouchers.

POST EVENT

RAFFLE PRIZE CALLING & DISTRIBUTION AT FOUNDATION OFFICE

Manage calling winners and prize-pickup for all raffle prizes.