

## Volunteer Participation Descriptions

***Upon registration into the YSR Volunteer Program, individuals will receive a brief job description outlining their various duties as well as the times and locations of their volunteer commitments. Volunteers will be required to sign a liability waiver at time of application.***

### Park Event Coordinators

These roles, as event leaders, are instrumental to the success of the Festival. Event Coordinators work closely with the YSR Staff pre-planning individual events, reviewing budgets and implementing logistics. Event Coordinators are teamed up with Assistants on the event day. This is an exciting position where you experience the event first-hand from concept to completion. Some of these positions are not limited to the Shipyards Park location.

**Time Commitment – Varies by Event - Contact YSR staff for more information**

**\*\*For a complete list of events with available positions contact the YSR office\*\***

### Venue Event Coordinators

These roles, as event leaders, are instrumental to the Festival. Event Coordinators work closely with the YSR Staff pre-planning individual events, reviewing budgets and implementing logistics. Venue event Coordinators are teamed up with Assistants on the event day. This is an exciting position as you experience the event first-hand from concept to completion. Some of these positions are not limited to the Shipyards Park location.

**Time Commitment – Varies by Event. Contact YSR staff for more information**

**\*\*For a complete list of events with available positions contact the YSR office\*\***

### Assistant Coordinators

These roles are essential to Event Coordinators, helping make each event run smoothly. Assistants are provided direction from Event Coordinators who work closely as a team with the assistants to ensure the events run smoothly. Assistants help with the onsite setup, logistics and teardown of each event. These roles are great for individuals who want to lend a hand or want to be a part of the events without actually competing.

**Time Commitment – Set up, Duration of event, Clean up (Actual time varies by event)**

**These roles are at the Shipyards Park location.**

### Information Booth [Festival Representatives]

This role interacts directly with Festival guests providing information and direction throughout the Festival. Festival Representatives are vital to the Festival, quite often serving as the initial point of contact for Festival guests. Representatives will direct guests to various events, suggest points of interest and also provide programs and merchandise for sale. This is a fun role for people-orientated individuals who like working in busy team environments.

**Time Commitment – Full Day or Shift work available**



### Merchandise Team

This role is responsible for the sales of YSR merchandise at various locations throughout the Festival. The merchandise team consists of energetic, people-orientated individuals who enjoy promoting the various merchandise items YSR offers. This year YSR is growing our merchandise line offering a good selection of YSR products. Team members will assist with the set up and tear down of merchandise booths at key locations including the Information tent at the Shipyards Park location. Responsibilities with cash, credit and debit sales will be required.

**Time Commitment – Shift work available**

### Air Show

Volunteers of the Air Show will assist coordinators with preparing and distributing welcome packages, security at various locations at Airport and administering an information booth (among other logistical duties). Volunteers will report directly to the Air Show coordinators and will receive direction from those individuals. Volunteers of the Air Show should be personable and willing to offer direction to the general public.

**Time Commitment – Shift work – days only**

### Volunteer Coordinators

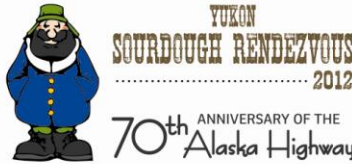
This role works closely with both YSR staff and Festival volunteers playing an integral role in the production of the Festival. VC's schedule shifts for volunteers, ensure that volunteers know their job duties and meet with event coordinators before each event. They also ensure that all volunteers have completed waivers of liability and contact information forms. In addition volunteer coordinators will also check volunteers in and out of their shifts as well as provide them with general information about the event and location. Coordinators will also help keep the volunteer tent stocked with refreshments and snacks for volunteers. Furthermore this role will play as point of contact for all coordinators to check if their volunteers have arrived for their shifts. Ideally coordinators are part of the initial volunteer recruitment stage. This is a fun position for well organized, people-orientated individuals.

**Time Commitment – Full Days, Breaks are provided**

### Office Assistants

This role will provide administrative support to the staff and volunteers at the YSR headquarters. Duties may include providing front-line reception services, responding to walk-in, email or telephone inquiries, greeting and welcoming walk-in visitors, word processing, photocopying, filing and data entry. This is an exciting role where individuals with the opportunity to perform a wide array of tasks and interact with a variety of staff members, volunteers and Festival visitors alike.

**Time Commitment – Full and Part Days, Breaks are provided**



### Performance Tent Assistant Coordinators

This role works closely with the Tent Coordinator - arguably one of the most exciting jobs during the Festival. Tent Assistants work inside the heated performance tent, assisting the Performance Tent Coordinator with stage and performer service duties. Duties range from stage performance setup and teardown to 'Green Room' service. These positions are important as they help maintain a smooth and functionality for the performance venue. Expect high energy demand moments mixed with downtime listening to performers. This position is great for individuals interested in stage management, music or just working in a fun environment.

**Time Commitment – Full Day, Evenings, Shift Work is available**

### Canteen Show Committee Members & General Laborers

Committee members help plan and execute the concepts and logistics of the Canteen Show. Committee positions include, Décor, Entertainment and Logistics to name a few.

**Time commitment – Evenings, Shift Work**

### Park Décor Committees

This role works with the Park Décor Coordinator and committee members to plan, develop and install décor on the Festival grounds. These positions are instrumental in helping create an inviting and cohesive festival atmosphere in the main festival grounds at Shipyards Park. Individuals should be creative and/or work well with creative elements in a team-like environment.

**Time Commitment – Multiple evenings and/or Weekends preceding the Festival as well as shift work the Thursday before the Festival.**

### Setup/ Teardown Crews

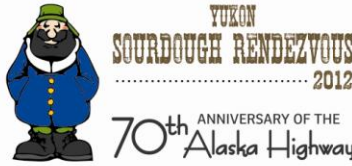
This role works with a team of individuals, lead by the Professional Tent Riggers and Park Coordinators. Individuals should be physically fit and work well in a team-like environment. It is imperative that individuals are willing to listen and follow directions to ensure a safe work environment. Setup and Teardown crews consist of individuals that help raise the festival from the ground up and reap the visual satisfaction of a job well done!

**Time Commitment – Feb: Tues-21 Wed-22 Thurs-23 Mon-27 Tues-28 – Full or Half Days**

### Security

This role manages the movement of people throughout festival venues, prevents entry to individuals without purchased tickets as well as upholding policies and bylaws pertaining to each event. Security roles are instrumental to the Festival, ensuring that the Festival maintains working order and ensures patrons are not in areas where they are not permitted. Stations include, Airport (AirShow), Performance Tent and various performance venues throughout City. Volunteers will be paired up in teams for safety and support. This is a great role for individuals who like to be a part of an event but prefer to observe from the sidelines.

**Time Commitment – Shift Work is available**



### Mascot Program

*Mascot Handler* - This role travels with the mascot ensuring they stay safe from harm and makes sure that they have necessary supplies (i.e. water). The mascot handler and operator will attend various events scheduled throughout the Festival.

**Time Commitment – Shift Work is available – dependant on schedule**

*Mascot Operator* - This role will wear the mascot costume and visit the various venues during the Festival. Their primary role will be to generate enthusiasm with the Festival guests and volunteers. They will be accompanied by a handler at all times.

**Time Commitment – Shift Work is available – dependant on schedule**

### Social Media Services

*Website/Social Marketing* - This role will be responsible for updating the various social media sites, including the YSR website, with event and sponsor profile updates during the Festival weekend. **Time Commitment – Full Day or Shift work available**

### Venue Services

*Liaison and Sales* - This role is responsible for collecting and selling tickets to visitors at the performance venues. They also track and record the number of visitors to ensure capacity is not exceeded and for festival impression tracking and reporting purposes.

**Time Commitment – Varying shift work available**

### Volunteer Recruitment Team

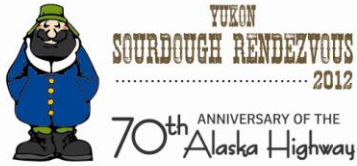
This role consists of team members who are outgoing and people orientated. Team members will attend various recruitment events assisting the Festival Staff in building Festival spirit and recruiting volunteers. This role is important as it helps the Festival build anticipation and awareness while recruiting exceptional individuals to help with the implementation of events and activities.

**Time Commitment – Evenings, varying shifts**

### Barricades

This role consists of individuals working the road barricades at the Festival Grounds. These roles are important as they moderate the flow of traffic at various blockades and ensure the safety of guests to the festival grounds. Blockages/posts can be patrolled individually or with a partner - free coffee is offered to each individual (please bring a mug). We encourage as many people as possible take up a short shift to alleviate the pressure on other individuals who offer to take longer shifts. Safety is of the utmost importance; please help us keep the Festival grounds safe.

**Time Commitment – Shift Work available**



***All Volunteers will receive an invitation to the Volunteer Appreciation Party, YSR Branded Merchandise and various gift certificates donated by local businesses. The Society will endeavor to thank each and every volunteer in publically produced thank-you advertisements.***