

Volunteer Job Descriptions

General

General Volunteers assist in any area that needs additional volunteers at any given time based on the event needs. Responds to requests from team lead including deliveries, loading or unloading of supplies and general site maintenance on the day of the event.

TASKS: Fill in where assistance is needed in any area; deliver cases of water to various locations; refill toilet paper and hand wash stations; unload deliveries of ice and distribute where necessary; assist with recycling and trash; site maintenance

SKILLS: Ability to adapt easily to new tasks and scenarios; able to work in a fast-paced and demanding environment; effective communication skills; social, energetic and willing to learn; able to take direction; ability to work in all types of weather

SPECIAL REQUIREMENTS: 14+ years of age; heavy lifting and physical labour may be involved; able to work independently

Security

Security Team Volunteers are stationed at various points (stationary/roaming uneven terrain) throughout the event to oversee the safety of our participants.

DUTIES: ID checks for age of majority, check bags for banned substances/items of people entering site, monitor gate and perimeter for smooth admissions, monitor courts/fields for banned substances, report any injuries or unsafe activities, answer general information questions

SKILLS: Alert and attentive to detail; able to work with little supervision and recognizes when to involve a team lead; effective communication skills; able to work under pressure; able follow specific instructions; courteous; cooperative and flexible; outgoing; good interpersonal skills

SPECIAL REQUIREMENTS: 19+ years of age; security experience an asset; willing to work in all types of weather; work on foot for long periods of time; bilingualism an asset (not mandatory)

BBQ Zone

BBQ Zone Volunteers are stationed at the BBQ tent; this is the main food distribution point for the event. All BBQ and cooking is done by the caterer, however volunteers are responsible for taking orders and serving guests.

DUTIES: Stock, set-up and clean-up condiment stations; serve food items according to ticket system; crowd management and guest assistance

SKILLS: Excellent communication skills; organized and able to work under extreme pressure; customer service experience; able to multi-task; respond/fulfill requests promptly and efficiently; social and energetic

SPECIAL REQUIREMENTS: 14+ years of age; standing for long periods of time; some lifting may be required; bilingualism an asset (not mandatory)

Ticket Sales:

Ticket Sales Volunteers (cashiers) are stationed at various locations around the event selling tickets for beer, liquor and food. Cashiers are also stationed in different areas verifying proper meal tickets and exchanging as needed. Some (not all) positions will be directly handling cash.

DUTIES: Handling money, making accurate change, exchanging tickets

SKILLS: Attention to detail; organized and able to follow directions; work under pressure; professional and courteous; social, energetic; effective communication skills

SPECIAL REQUIREMENTS: 18+ years of age; some standing/walking positions; some seated areas (wheelchair accessible); bilingualism is an asset

Family Zone

Family Zone Volunteers work as a team to assist in all activities ensuring they are fun and enjoyable for our little guests. The Family Zone hosts a series of entertainers, activities, organized games and crafts as well as the Super Hero 1k Walk.

DUTIES: Prepare and organize crafts, assist with operation and supervision of games, clean up and maintenance of area, assist children where required, organize walk participants

SKILLS: Ability to work well with children, fun, energetic, animated, organized, ability to work with little supervision

SPECIAL REQUIREMENTS: 14+ years of age; experience working with children an asset; some positions are wheelchair accessible; bilingualism an asset (not mandatory)

Set-Up/Tear-Down Teams (Day before/after the event)

The Set-Up and Tear-Down teams work on site the day before and after the event (Friday/Sunday) in all areas of the event. This is a fast paced, constantly moving position.

DUTIES: Setting up chairs, tables, fencing, unpacking and distributing materials to tents, putting up signage, setting up water stations, placing garbage/recycling bins

SKILLS: Able to work with little supervision, cooperative and flexible, alert and attentive to details, able to work in all types of weather

SPECIAL REQUIREMENTS: 14+ years of age; heavy lifting and physical labour are involved

Volunteer Area Leads:

Duties include but are not limited to; scheduling, assigning Area Leads, covering breaks, stepping in as needed, diffusing situations. They must be comfortable in highly mobile role (includes walking, standing). They are expected to be able to deal with issues and seek appropriate Board Members as issues arise, and communicate with the Volunteer Directors throughout the date to ensure their areas are controlled and staffed as required.