



2010 Volunteer Positions

Please note that when you complete your volunteer application form, some of these positions may already be staffed. In your volunteer application, you are asked to indicate three preferences. We will try our best to accommodate your preferences.

PRE-FESTIVAL VOLUNTEER POSITIONS (April – Festival)	
Office Admin Assistants	<p>Date: Starting May to Festival</p> <p>Times: One or more regular weekly shift(s) during office hours (M-F, 9am – 5pm)</p> <p>Location: Organic Islands Festival Office (1247 Knockan Drive)</p> <p>Description: Data entry, scan and file articles; stamp and prepare directories; etc. Click here for description</p>
Main Stage Production Assistant	<p>Date: Starting early May to Festival</p> <p>Times: Part-time hours initially, leading to full-time in the few weeks before the Festival. Work plan is created in collaboration with Festival Director.</p> <p>Location: Combination of at-home and Festival Office (1247 Knockan Drive).</p> <p>Description: Assist Festival Director in preparation of Main Stage events. Click here for description</p>
Promotions Assistant	<p>Date: Starting mid-May to Festival</p> <p>Times: Part-time hours initially, increasing to full-time in the few weeks before the Festival. Work plan is created in collaboration with Festival Director.</p> <p>Location: Combination of at-home and Festival Office (1247 Knockan Drive).</p> <p>Description: Assist in the promotion of the Organic Islands festival and coordinate a small team of volunteers. Click here for description</p>
Special Events Assistant	<p>Date: Starting mid-April to Festival</p> <p>Times: Part-time hours initially, increasing to full-time in the few weeks before the Festival. Work plan is created in collaboration with Festival Director.</p> <p>Location: Combination of at-home and Festival Office (1247 Knockan Drive).</p> <p>Description: Assist Festival Director in the coordination of Special Events such as the Sustainability Expo. Click here for description</p>

Scrapbooker	<p>Date: Starting mid-May to Festival</p> <p>Times: At your convenience</p> <p>Location: Your house</p> <p>Description: Create an Organic Islands Festival scrapbook with the many articles, photos, and other material we have collected over the past four years!</p> <p>Skills Required: Creativity!</p> <p>Tools Required: Materials will be provided by the Festival</p>
Signage Artists	<p>Date: Month of June</p> <p>Times: At your convenience</p> <p>Location: Your home or Festival Office</p> <p>Description: To create directional street signage according to signage plan</p> <p>Skills required: Neat and attractive writing, ability to draw festival rooster logo free hand, good eye for proportion and presentation</p>
Busker Coordinator	<p>Date: Starting mid-April to Festival</p> <p>Times: At your convenience.</p> <p>Location: To be determined.</p> <p>Description: Recruit and coordinate festival buskers to perform one-hour sets.</p> <p>Skills Required: Connection with the Victoria busking community; organizational skills.</p>
Postering Team	<p>Date: Starting mid-May to Festival</p> <p>Times: At your convenience</p> <p>Location: Greater Victoria and Gulf Islands (if convenient)</p> <p>Description: Place festival posters in key locations throughout Greater Victoria where potential attendees can learn about the Festival. Main locations have been pre-selected and volunteers will be directed where to place posters. Locations include retail, grocery stores, offices, coffee shops, neighbourhood info boards, exhibitor stores, etc.</p> <p>Skills Required: Ability to communicate effectively with people asking about the posters, either the general public or businesses.</p> <p>Tools Required: Vehicle, festival will provide hammer, nails, stapler, and tape</p>

FESTIVAL VOLUNTEER POSITIONS (Friday July 9 – Sunday July 11)

Festival and Exhibitor Set-Up Team	<p>When: Friday, Saturday, and Sunday (all day)</p> <p>Description: Set up and strike tables, chairs, tents, signage, preparing the volunteer information/lounge; preparing Children’s Village; distribute garbage and recycling containers throughout grounds; unload and stock supplies, distribute extension cords or electricity connections; fence off areas; posting event signage on roads for promotional/directional assistance. Welcome and check-in exhibitors, direct exhibitors to their proper location; assist with getting tents, tables, umbrella, and chairs ready for exhibitors; direct and assist exhibitors with setting up their booths; move tables, chairs, set up tents, banners, unload and stock supplies. Assisting the exhibitors tear down and exit the festival</p> <p>Tools Required: Any tools required will be provided by the Festival.</p> <p>Skills Required: Ability to take direction and take initiative. Physical fitness, medium weight lifting ability, ability to move tables, chairs, etc. An eye for detail and safety.</p>
Parking Assistants	<p>When: Friday (all day), Saturday (am only), and Sunday (pm only)</p> <p>Description: Direct cars, bicycles, and walkers to Glendale Gardens and coordinate the flow of traffic during exhibitor set-up on Friday and Saturday morning.</p>
Event Signage Team	<p>When: Friday (all day), Saturday (am only), and Sunday (pm only)</p> <p>Description: Ensure signage is properly placed around festival site; make adjustments to signage as needed.</p>
Troubleshooters	<p>When: Saturday and Sunday (all day)</p> <p>Description: There are no previously defined tasks. They will be asked to help with any urgent or pressing matters that may arise during the setup, strike and running of the Festival. Check on exhibitors; assist with traffic flow; pick up garbage/recyclables; assist in parking lots; greet and welcome attendees; assist entertainers. Note: There is a possibility that troubleshooters may have to leave site to pick up items needed.</p>
Zero Waste Commitment Team	<p>When: Friday (setup), Saturday, and Sunday (all day, take-down)</p> <p>Description: Manage recycling, compost, and garbage area, educate attendees and exhibitors about what items belong where; walk around the festival to collect waste from the exhibitors.</p> <p>Skills Required: Good interpersonal skills and a willingness to confront litterbugs!</p>
Buskers/Entertainers	<p>When: Saturday and Sunday (all day)</p> <p>Description: 1-hour sets providing musical, comedic, storytelling entertainment. Note: Buskers/Entertainers can ask for donations.</p> <p>Tools Required: Supply your own signage, instruments, etc.</p>
Volunteer Lounge Attendant	<p>When: Friday, Saturday, and Sunday (all day)</p> <p>Description: Setup the Volunteer Lounge; welcome and sign-in volunteers; direct volunteers to their Volunteer Captains; prepare name tags, schedule, supplies, volunteer t-shirts, water, and munchies; set up 3 food safe sinks. Note: Exhibitors will be using this space to cut/prepare samples, wash utensils, etc.</p> <p>Skills required: Food safe certification is required.</p>

Cashier/Ticket Sales Assistants	<p>When: Saturday and Sunday (all day)</p> <p>Description: Welcome attendees and exhibitors; manage float and cash box, sell Festival tickets; count the number of people with the clicker; manage VIP/PASSES; give out copies of the Festival Program.</p> <p>Skills required: Excellent money managing skills; experience with cash and ticket sales.</p>
Stage Tech Support	<p>When: Saturday (am only)</p> <p>Description: Move equipment; assemble sound equipment for musicians on main stage and Farmers Market; assist in setting up and checking PA system, overhead projector, screen, podium, and tables; move medium to heavy sound equipment; set up tables, chairs, and banners.</p> <p>Skills required: Ability to take direction, take initiative; knowledge of sound systems, PA systems, overhead projector, and screens would be helpful, ability to move medium to heavy equipment.</p>
Food Demo Assistants	<p>When: Saturday and Sunday (all day)</p> <p>Description: Help the chefs prepare the food demos; sell beer tickets; collect glasses; keep the area tidy.</p> <p>Skills required: Food safe certification required</p>
Beer and Wine Tasting Assistants	<p>When: Saturday and Sunday (all day)</p> <p>Description: Help the wineries and breweries disperse products for tasting; collect tickets; manage traffic flow. Note: Must be 19 or older.</p>
Info Booth and Event Headquarters Assistants	<p>When: Saturday and Sunday (all day)</p> <p>Description: Assist in answering questions from attendees and exhibitors; direct people; hand out programs; hand out and collect surveys; assist with giveaways, etc.</p> <p>Skills Required: Ability to communicate effectively with the general public, good listening skills, customer-oriented, polite demeanour.</p>
Bike Parking Attendant	<p>When: Saturday and Sunday (all day)</p> <p>Description: Receive and park festival attendees' bikes; ensure the safe keeping of bicycles in bike parking area.</p>
Golf Cart Driver	<p>When: Saturday and Sunday (all day)</p> <p>Description: Safely transport festival attendees who require assistance up and down the hill between the festival entrance and the main stage area.</p> <p>Skills Required: Safe driving record and golf cart driving experience.</p>
Raffle Ticket Vendors	<p>When: Saturday (all day), Sunday (all day)</p> <p>Description: Sell raffle tickets; collect money and transfer safely to headquarters.</p> <p>Skills required: Outgoing personality; experience with money handling.</p>
Children's Village Assistants	<p>When: Saturday (all day), Sunday (all day)</p> <p>Description: Assist Children's Village exhibitors and performers.</p>

Take Down Assistants	<p>When: Sunday (pm only)</p> <p>Description: Assist exhibitors taking down their booths; move tables, chairs, tents, fencing, signage and banners; collect extension cords; collect garbage and recycling containers, etc.</p>
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