

2008 Organic Islands Festival and Sustainability Expo

Volunteer Positions

PRE-FESTIVAL VOLUNTEER POSITIONS (April – Festival)

Office Admin

Date: Starting April 1st – Festival

Times: During weekday office hours (M-F, 9am – 5pm)

Location: Organic Islands Festival Office (1247 Knockan Drive, Saanich)

Description: Scan and file articles; stamp and prepare directories; etc.

Postering

Date: Starting June 1st – Festival

Times: At your convenience

Location: Greater Victoria and Gulf Islands (if convenient)

Description: Place festival posters in key locations throughout Greater Victoria where potential attendees can learn about the Festival. Many 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.

Skills Required: Ability to communicate effectively with people asking about the posters, either the general public or businesses.

Tools Required: Vehicle, hammer, nails, stapler, and tape (provided by the Festival).

Scrapbooker

Date: Starting April 1st – Festival

Times: At your convenience

Location: Your house

Description: Create an Organic Islands Festival scrapbook with the many articles, photos, and other material we have collected over the past four years!

Skills Required: Creativity!

Tools Required: Materials will be provided by the Festival

FESTIVAL VOLUNTEER POSITIONS (Friday July 4th – Sunday July 6th)

Festival and Exhibitor Set-Up

When: Friday, Saturday, and Sunday (all day)

Description: Set up and strike tables, chairs, tents, signage, preparing the volunteer information/lounge; preparing Children's Activity Area; 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

Tools Required: Any tools required will be provided by the Festival.

Skills Required: Ability to take direction, take initiative. Ability to move tables, chairs, etc. An eye for detail.

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>
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>
Eco Compliance Team	<p>When: Friday, Saturday, and Sunday (all day)</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 personal skills and a willingness to confront litterbugs!</p>
Buskers/ Entertainers	<p>When: Friday, 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 Assistants	<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 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>
Main 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>

**Beer and Wine
Tasting Assistants**

When: Saturday and Sunday (all day)

Description: Help the wineries and breweries disperse products for tasting; collect tickets; manage traffic flow. Note: Must be 19 or older.

**Info Booth & Event
Headquarter
Assistants**

When: Saturday and Sunday (all day)

Description: Assist in answering questions from attendees and exhibitors; direct people; hand out programs; hand **out** and collect surveys; assist with giveaways; sell wine tasting tickets, etc.

Skills Required: Ability to communicate effectively with the general public, good listening skills, customer-oriented, well-mannered.

**Take Down
Assistants**

When: Sunday (pm only)

Description: Assist exhibitors taking down their booths; move tables, chairs, tents, fencing, signage and banners; collect extension cords; collect garbage and recycling containers, etc.

Contact information

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Volunteer Coordinator

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