

~2013~

VOLUNTEERJOB 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 10 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 29th 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.

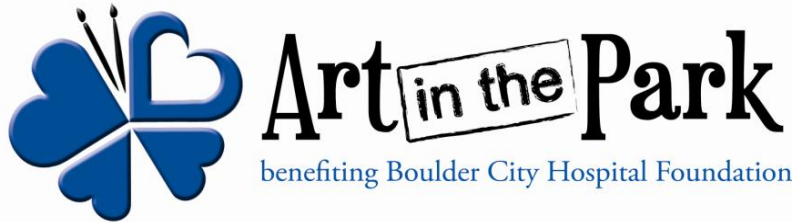
VOLUNTEER CHECK-IN & HOSPITALITY

Check-in all volunteers and make sure they have lanyard and apron. 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.



VOLUNTEER RULES & INFORMATION

ATTIRE

Every volunteer will be given a black event T-shirt to wear. Please wear your shirt during your shift, and if you are unable to wear your event t-shirt, please wear a black shirt. Pants and shorts should be hole-free and clean, and must be worn pulled all the way up. No skirts or short-shorts please. We recommend that you wear a visor or hat and use sunscreen.

SHOES

For safety, and due to insurance regulations, each volunteer will need to wear close-toed shoes, such as tennis shoes. No flip-flops or sandals please.

CHECK-IN / CHECK-OUT

Each volunteer and Team Leader must check-in and check-out at the Volunteer Check-In area, located under the covered parking across from the Gazebo in Bicentennial Park.

APRONS & ID LANYARDS

Once you check-in, you will be given an apron and ID lanyard to wear during your shift. After your shift, you will need to return the apron and lanyard, and then sign-out.

DRINKING

Due to insurance guidelines and the new event policies, volunteers are prohibited from drinking alcoholic beverages during their shifts. If you have an apron and ID lanyard on, you may not consume alcoholic beverages. All event attendees purchasing alcoholic beverages must have their ID checked and must be given a baby blue wrist band.

SMOKING

Smoking is prohibited in or around any hospital-run booth and golf carts. If you have an apron and ID lanyard on, you may not smoke in front of the public. Please use your discretion and find an appropriate area to smoke.

CELL PHONES & TEXTING

When volunteering, cell phones should be used for emergencies and volunteer-related calls only. No texting while volunteering, please.

FOOD & BEVERAGES

Water, coffee, beverages and snacks will be available to all volunteers in the Volunteer Hospitality area each day. This year, inventory in each sales booth will be checked daily. This means that anyone working the food and beverage booths may not consume what they are selling, and may not provide anything free to any other volunteer.

Those volunteering full days/longer shifts will receive meal vouchers at the discretion of the Operations Manager and the Team Leaders. The vouchers may only be used for food at designated food booths.

GOLF CARTS

Carts will be used at the discretion of Event Management. No one under 18 may drive a cart. Anyone who has consumed any amount of alcohol may also not drive a cart.

PARKING

Reserved volunteer parking is available. You will be given an orange parking pass to place in your vehicle window at the designated location.

TIPS

Any tips collected at the event by any booth or person should be turned over to designated Event Management as a donation to the Foundation.

RADIOS

Certain Team Leaders and staff will have radios. Be aware that people around those with radios can hear everything being said. Please use radio etiquette and be as brief as possible:

Wendy: "Wendy to Craig"

Craig: "Go for Craig"

Wendy: "I need assistance in the Gazebo please"

Thanks again! We'll see you at the event!

We truly appreciate our volunteers and the event would not be possible without each and every one of you. If you have any questions, please call the Boulder City Hospital Foundation office at 702-293-0214. Thank you.



Art in the Park

benefiting Boulder City Hospital Foundation

VOLUNTEER INFORMATION FORM

It takes hundreds of volunteers to make Art in the Park happen each year.
Would you and/or your company like to volunteer?

Name: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail: _____ T-Shirt Size: _____

Employer or BCH Department: _____

Under Age 21 Age 21 or Over Today's Date: _____

Have you previously volunteered for the BCHF or AITP? Yes No

If yes, please describe your position: _____

Are you interested in being a Team Leader? Yes No

Area of interest: _____

VOLUNTEER AREAS AVAILABLE

- Artist & Vendor Police
- Check-In / Registration
- Fruity Bars, Ice Cream, Soda & Water Booths
- Ice & Soda Orders & Delivery
- Jury / Judging
- Media / Stage / Announcements
- Off-Site Parking Flaggers & Attendants
- Program Distribution
- Roving Raffle Ticket Sales
- Souvenir Sales
- Trash & Cleanup
- Wine, Mimosas & Bloody Mary Booth
- Artist & Vendor Resolution Liaison
- Beer Booth
- First Aid / Lost Children (Nurses & Physicians only)
- Handicap & Volunteer Parking Lot Attendants
- Information / Lost & Found / Programs
- Margarita Booth
- Money / Accounting / Taxes
- Pre-Event Raffle Ticket Sales
- Raffle Ticket & Drawing Booth
- Setup & Teardown - tables, chairs, etc.
- Security / Police / Traffic Liaison
- Volunteer Check-In & Hospitality