



CALEDON DAY

VOLUNTEER POSITIONS

POSITIONS

- **Site Assistant** (assists the Site Supervisor)
 - 30 positions
- **Event Helper** (assists the Site Assistant)
 - 270 positions

VOLUNTEER IMPACT

- The purpose of the 'Event Support' is to help execute the Caledon Day event on October 4, 2008
- An independent, disciplined person is required to work with minimal supervision, outdoors
- Meals and uniform are provided

RESPONSIBILITIES & DUTIES – Site Assistant

All areas

- Assists and report to Site Supervisor
- Supervises Event Helper(s)
- Oversees their assigned area
- Responsible to make sure their activity/area runs smoothly
- Deal with public questions and concerns

Contests (pumpkin carving, scarecrow building and Kite kits)

- Sign up individuals/teams
- Explain and enforce rules of contests
- Make sure all supplies are available before contest starts
- Help with judging and announce a winner (if applicable, award a prize)

Bus Stops

- Assisting patrons on the off the bus, safety being a priority
- Directing patrons
- Ensure proper signage is posted
- Cash handling
- Conduct registration procedures
- Ensure timely departures and arrivals

Parking areas

- Directing people to available parking areas
- Distribute programs
- Answer participant questions

Main Stage

- Assist musicians with equipment set-up, take down
- Ensure schedule of live entertainment is on time
- Provide support to scheduled acts

Caledon Café

- Maintain washing area
- Clear eating areas
- Ensure appropriate use of garbage, recycling and green bin areas
- Liaise with Food vendors

Caledon Marketplace (farmer's market)

- Ensure appropriate set-up and take down of vendor area
- Assist vendors when needed
- Keep patron walkways clear at all times

Caledon Brewery (beer garden)

- Maintain snack area(s)
- Clear tables
- Monitor behaviour of patrons and refer issues to security officers

Caledon Creative Complex (product vendors)

- Provide support tot product vendors
- Direct participants, answer questions/concerns

RESPONSIBILITIES & DUTIES – Event Helper

- Reports to Event Support
- completes errands needed to maintain the efficiency of the activity/area
- Assistance in replenishing supplies
- Other various duties that may arise

QUALIFICATIONS

- Site Assistants must be 16 or older
- Event Helpers must be 12 or older
- First Aid certification an asset

COMMITMENT REQUIRED

- Volunteer training one evening prior to event
- Shifts could be 2, 4, 6 or more hours - as assigned
- Shifts will occur over a one or two day period annually

TRAINING

- In-house training as necessary

VOLUNTEER SUPERVISOR - CONTACT INFO
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