

VOLUNTEER OPPORTUNITIES

Role Descriptions



Volunteer Role Descriptions: Founders' Day

Event Set-up Specialist

Overview of Role

The role of Event Set-up Specialist is very important in preparing for the start of the event. This role helps to maintain the dignity of the event. For Founders' Day 2016, Event Set-Up Specialists will be needed 9 am- 2 pm.

Role Duties

- Assist staff with set-up of all aspects of the event. (i.e. vendor area, hospitality, parking areas, etc.)
- Make event staff aware of suspicious activity or any problems encountered while performing above duties at the time they occur

Parking Attendant

Overview of Role

Parking attendants are crucial to the success of Founders' Day. The high participation volume results in a large number of cars parking and exiting throughout the event. While in this role, a reflective safety vest is required and reflective light sticks should be used. Parking Attendants will be needed 1:30- 10 pm. Attendants will be stationed in various lots to include the shuttle parking lot, staff parking and vendor parking.

Role Duties

- Direct participants into and out of designated parking lots.
- Direct participants to open parking places.
- Communicate with other Parking Attendants on space availability in your designated lot.
- Welcome and direct participants to the shuttle pick-up/drop-off site.
- Use cones and barricades to control traffic.
- Make event staff aware of suspicious activity or any problems encountered while performing above duties at the time they occur.

Vendor Exit Attendant

Overview of Role

Vendor exit attendants are crucial to the wrap-up of Founders' Day. The requirement that all vendors must stay to the end of the event results in all vendors loading up and leaving at the same time at the end of the night. **While in this role, a reflective safety vest and use of reflective light sticks are required.**

Role Duties

- Direct vendors to walk their belonging to their cars at end of the night.
- Communicate with other Vendor Exit Attendants to ensure a smooth operation.
- Manage traffic flow by directing cars to appropriate lanes.
- Use cones and barricades to control traffic.
- Be polite but direct when giving directions to vendors.
- Assist vendors with carrying items to their cars.
- Make event staff aware of suspicious activity or any problems encountered while performing above duties at the time they occur.

Vendor Specialist

Overview of Role

Vendor Specialists are crucial to the success of Founders' Day. The mandatory set-up times for vendors present a high-paced, high-traffic amount of time during set-up of the event. The Vendor Specialist must be able to keep a positive attitude while keeping the set-up process going at a fast pace.

Role Duties

- Assist with set-up of vendor area before event.
- Greet vendors and direct them to the Vendor Manager assigned to their section for further instruction.
- Manage the waiting vendors in a controlled, organized line until Manager is able to assist.
- Assist with questions from vendors about the event, and seek to ensure vendors have a positive experience.
- Assist Manager with individual vendor set-up to keep the process moving at efficient rate.
Make event staff aware of suspicious activity or any problems encountered while performing
- above duties at the time they occur.

Standard of Conduct

While performing the above duties, one must follow a respectful and professional code of conduct.