

Prize Ballot Tent Volunteer

Position Description

**Reporting to**: Volunteer Team Lead

**Key Responsibilities:**

* Encourage attendees to fill out prize ballots to win a door prize.
* Explain the purpose of the prize ballots to attendees.
* Request attendees fill in where they are from and how the information being collected will be used.
* Answer questions from attendees.
* Provide directional instruction to attendees.
* Pick up and dispose of any garbage in the entry/exit area.
* If requested:
	+ assist in stacking chairs in the entry/exit area,
	+ assist in folding-up tables in the entry/exit area, and
* Assist in putting up/taking down signage in entry/exit area.
* Perform other similar and related duties as required by the Volunteer Team Lead.

**Arrival, Duration, Location, Physical Environment:**

* **Location:** Open Hearth Park, 190 Ferry St, Sydney
* **Arrival:** Arrive a minimum of 15 minutes before the start of the shift and check in at the Volunteer Tent located inside the gate entrance facing Ferry Street.
* **Duration:** Each shift is 4 hours with one 15-minute break. Remain until the end of the designated shift unless relieved by the Team Lead.
* **Physical Environment:** Outdoors over uneven terrain in varied climatic conditions-rain/shine, hot/cold. Be prepared with appropriate clothing/shoes and

weather protection. Each volunteer will be provided with a t-shirt upon arrival for their first shift.

**Qualifications and Skills:**

* Minimum age: 16+
* Must be able to lift - up to 25 pounds and be comfortable outside over uneven terrain for long periods of time standing, bending, stooping, twisting repeatedly in varied climatic conditions-rain/shine, hot/cold.
* Must be courteous, helpful, and responsible.
* Must have good communication and interpersonal skills.
* Must be a team player, and willing to accept direction.
* Must enjoy working with the public.
* Must be able to work safely with minimal supervision, to problem solve effectively and be calm under pressure.

**Training:**

* Read the Volunteer Handbook.
* Familiarize yourself with the site plan and amenities in case of questions or emergency.
* Be present for additional hands-on training as required.

**Volunteer Forms:**

* Complete the Ribfest Volunteer Registration Process
* Read and sign the Volunteer Agreement/Release and Waiver Form prior to starting the first shift.

**Volunteer Benefits:**

* Receive a Ribfest Volunteer t-shirt.
* Opportunity to network with a wide variety of people while contributing to the community.
* Be a part of one of the largest fund-raising events in the community.