

Set Up/Take Down Volunteer

Position Description

**Reporting to**: Logistics Team Lead

**Key Responsibilities:**

* + - * Set up/take down barricades,
			* Set up/take down tents/canopies,
			* Set up/take down platforms,
			* Set up/take down tables,
			* Set up/stack chairs,
			* Set up/take down signs,
			* Pick up/deliver supplies to tents/warehouses/trailers,
			* Unpack/pack items into vehicles,
			* Report any safety or security issues to the Logistics Team Lead,
			* Clean grounds, and
* Perform other similar and related duties as required by the Logistics Team Lead.

**Timing, Location, Physical Environment:**

* Timing:
	+ Set Up – Thursday, July 13 – 9:00 a.m. until complete (as many hours as you can spare)
	+ Take Down – Monday, July 17 - 9:00 a.m. until complete (as many hours as you can spare)
* Location: Open Hearth Park, 190 Ferry St, Sydney.
* Physical Environment: Outdoors over uneven terrain in varied climatic conditions-rain/shine, hot/cold. Be prepared with appropriate clothing/shoes and
* weather protection. **Note: It is recommended to wear older clothing and steel toed boots/shoes when performing the duties assigned.**

**Qualifications and Skills:**

* Minimum age 16+
* **This opportunity will involve physical demands (e.g., climbing, carrying, lifting, etc.) as the actions are essential function to the role**.
* Must be able to lift - up to 50 lbs 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.