



Town of Pelham Volunteer Opportunity

SPECIAL EVENTS CREW: Summerfest

July 16th to July 19th, 2020
Downtown Fonthill

VOLUNTEER OUTCOMES

- *Experience working for a municipality*
- *Giving back to the community*
- *Develop customer service skills and/or public education skills*

Role 1: Bike Valet

Objectives

- To facilitate and monitor Bike Valet, our free bicycle drop-off service

Responsibilities:

- Administer Bike Valet bands to those using the service
- Guide bicyclists to using the bike rack
- Monitor the bike racks to ensure the security of each and every bike/scooter/wagon
- Keep tally of the number of bikes checked in
- Confirm bike tag number matches the wristband number on each bike as they are collected by owners

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Comfortable speaking with authority

Role 2: Bouncer Supervisor

Objectives

- To supervise children on the inflatable bouncers

Responsibilities:

- Monitor children using the inflatable bouncers in the kid zone
- Ensure safety of children
- Reduce horseplay on the bouncers if necessary

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Experience working with children preferred



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Role 3: Bar Back

Objectives

- To transport beer, cider, and wine into the alcohol sales area and removing empties/boxes

Responsibilities:

- Transport cases of beer, cider and wine from the outdoor cooler into the bar area within the Summerfest area
- Restock coolers and move empty cases, empty bottles, and empty cans from behind the bar as needed

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- SMART Serve Certification
- Must be 18+
- Able to lift 30lb+

Role 4: Server

Objectives

- To serve beer, cider, or wine at Summerfest

Responsibilities:

- Serve beer, cider, or wine to customers
- Accept alcohol tickets in the appropriate bin
- Pour the appropriate/standardized serving of alcohol per ticket
- Recognize when to cut someone off
- Practice SMART Serve principles

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Valid SMART Serve Certificate required for serving
- Must be 18+ to serve alcohol



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Role 5: Wristbanding

Objectives

- To check ID and wristband all* individuals looking to purchase alcohol in the Festival Licenced area

Responsibilities:

- ID and Wristband anyone interested in purchasing alcohol
- Practice SMART Serve principles

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Must be 18+

Role 6: Stage Hands

Objectives

- Assist with the set up and maintenance of the Summerfest stage and music equipment

Responsibilities:

- Carry and set up music equipment on stage before show
- Take down and remove music equipment off stage after show
- Ensure flow of the concert series

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Experience working with sound system technology and/or music equipment
- Able to lift 30lb+



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Role 7: Summerfest Ambassador

Objectives

- Stationed at the front entrances of Summerfest, the Ambassador will welcome new attendees into the festival, offering information, verbal surveys, or counting

Responsibilities:

- Welcome attendees into the festival
- Ask short survey questions to incoming guests as part of a Summerfest demographic survey
- Offer info packages

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Friendly and approachable
- Comfortable interacting with the public

Role 8: Teen Zone Supervisor

Objectives

- Assist with the supervision of the Summerfest Teen Zone in Peace Park

Responsibilities:

- Supervise Teen Zone activities (TBD)
- Monitor the park to reduce horseplay and discourage inappropriate behaviours
- Report any incidents to security and staff

Time Commitment:

- Saturday July 18th from 7pm-11pm

Skills/Qualifications

- Assertive
- Friendly and approachable



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Role 9: Golf Attendant

Objectives

- Stationed Saturday on the street and Sunday at Peace Park, the golf attendant will hand out necessary equipment and ensure equipment is being used properly.

Responsibilities:

- Welcome participants
- Hand out golf balls, clubs and score cards
- Ensure participants are using equipment safely
- Take back equipment when participants are finished their round

Time Commitment:

- Saturday 10 am to 5 pm
- Sunday 10 am to 4 pm

Skills/Qualifications

- Friendly and approachable
- Comfortable interacting with the public

Role 10: Photographer/ Videographer

Objectives

- Take professional quality photos and/or videos at Summerfest

Responsibilities:

- Take photos of attendees, entertainment, activities, landscapes, etc
- Provide the Town of Pelham full access and ownership of your photos
- Ensure photos or videos are of high quality & represent Town of Pelham values, policies, and overall vision

Time Commitment:

- Available shifts listed in email

Skills/Qualifications

- Must supply own photography/videography equipment
 - Minimally a professional-grade camera and memory card
- Interest, knowledge and experience with photography is necessary