



VOLUNTEER JOB DESCRIPTIONS

**2017 FALL FOR FAIRFAX KIDSFEST
VOLUNTEER JOB DESCRIPTIONS**

BUILDING MONITORS

Area Supervisor: TBD

Location: Inside the Government Center at the top of the Forum steps or In Front of the Government Center Doors. To be assigned by Supervisor.

Supplies: Event programs, Lysol or Clorox Wipes

Duties:

- Greet and/or thank visitors for attending. Should visitors have questions you cannot answer, direct them to the Information Booth in front of the building.
- Prevent anyone from bringing food and drinks (water is ok) or non-bagged scarecrows into the building.
- Prevent children from running or playing on the Forum steps.
- Distribute event programs.
- Occasionally wipe down the Thomas the Train tables and trains located along the benches in the Forum. Also, make sure children are not throwing or taking any of the trains.
- For any questions, ask the Leadership Team Supervisor at the Volunteer Check-in Booth/ Information booth in front of the building.

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FLOATER/ NO PREFERENCE VOLUNTEERS

Area Supervisor: TBD

Location: At the Information/Volunteer Check-In booth located in front of the Government Center Building.

Duties:

- Check-In with the Volunteer Check-In/ Information Booth to be given your volunteer location
- A “floater” or “no preference” volunteer fills any openings that there may be.

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Information, Volunteer Check-In & Hospitality, Child Registration

Area Supervisors: TBD

Location: In the tent, in front of the Government Center

Supplies: Information notebook, event programs, credit card machine, volunteer sign-in sheet, volunteer snacks & beverages, lost parents stickers and registration forms.

Duties for the Information Booth & Child Registration:

Orient yourself to the *Fall for Fairfax KidsFest* site and spend some time reviewing the information notebook with details about exhibitors, entertainment and attractions. You will be asked directional questions (i.e. restroom and telephone locations, etc.).

- Register children and parents through the Child Registration Program.
- Answer questions, or radio for assistance.
- Take name and description of lost people, and have an Area Supervisor radio description to Lost Parents via radio. It will then be broadcast to all radios as appropriate.
- Keep the parent/child calm, offer a beverage and write down a description of the missing person. The parent or child will likely be escorted by Festival Staff to the Lost Parents tent if the person is not immediately located. Never allow the person to go to the Lost Parents tent on his/her own.
- If visitors request information about filling out a visitor's survey, please take down their email address and name on the form provided. A visitor's survey will be conducted online after the event in order to reduce paper waste.
- Distribute festival programs.
- If there are questions regarding paper shredding locations, you can let them know the Department of Public Works Environmental Services (DPWES) decided NOT to have it at *Fall for Fairfax* this year.

Duties for Volunteer Hospitality:

- **VOLUNTEER DRINKS AND SNACKS ARE NOT TO BE SOLD FOR ANY REASON.** The general public should NOT receive complimentary beverages or snacks – these are only for volunteers with vouchers
- Provide 1 soda and 1 snack item to each volunteer (they will have a "voucher"). Please save the voucher and place them in the box provided. Coupons will be used to track inventory for drinks and snack supplies.
- Alert staff (information area has radio) if you are running low on ice, snacks or beverages.

Duties for Volunteer Check-In:

- Welcome the volunteers – they make this event possible!
- Check off volunteer name in alpha listing – this tells us that they did arrive and will later generate a thank you letter.
- Remind them to check-out with their area supervisor at the end of their volunteer shift.
- Give them a t-shirt – one t-shirt maximum for each volunteer.

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- Direct them to their volunteer location and describe their duties to them, utilizing the appropriate job description page. When this has been done and the volunteer understand/has no questions, give him/her the job description page to keep. Take your time and make sure they understand!
- Give them a voucher for their complimentary soda/water – they can redeem at the same location. **One ticket per shift.**
- When Floaters check in, please radio to see if there is a need in a specific area and then send them there. When in doubt, send them to line monitor position or craft area.

Possible Questions at Volunteer Check-in:

- ***I'm a volunteer for X organization exhibiting here today. Can I check in here?***
Answer: No -- they should report directly to their exhibit. They do NOT receive a FALL for FAIRFAX T-shirt.
- ***Do you need any extra volunteers? Can I help anywhere on site to get a t-shirt?***
Possibly -- check with Ashley or Jade via radio (if you have one).
- ***I brought my teenager/child/friend to volunteer -- do I get a T-shirt too?***
No. T-shirts are only for those volunteering for the event.

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KIDS VILLAGE ACTIVITIES VOLUNTEERS

Area Supervisor: TBD

Location: Report to the Kids Crafts tent located in the Kids Village.

Supplies: Construction Paper, Markers, Crayons, Stickers, Scissors, Glue.

SPECIFIC TASKS:

- Help children with their craft activities by assisting with painting, gluing, using scissors and handling other supplies/equipment that maybe too difficult for younger children.
- Maintain a clean and organized activity area
- Prepare templates and/or pre-cut crafts for the following day
- Make sure pumpkin bowling is set-up and the pumpkins are not being destroyed.
- Help fix the teepees, flags and any other décor that may have come down.

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MOONBOUNCE LINE MONITOR

Area Supervisors: TBD

Location: Next to the Kids Village in front of the Government Center on the grassy hill close to Government Center Parkway

Supplies: Cash apron for ticket collection

Duties and Description of Line Management Volunteers:

- Check to ensure that points of entry for each line are clear and understandable...that people are standing in the right lines!
- Check to be sure that children who are in lines have a wristband or individual tickets. Ride operators will not check; their responsibility is the safety of the children using equipment.
- Check on height restrictions (minimums) for each inflatable, and then monitor line to make sure children who won't be admitted aren't waiting needlessly in line.
- Handle concerns of parents (who usually stand at the perimeter of the inflatable in which their child has entered).
- Assist with looking for lost children that may be on a ride or in an inflatable.
- Refer any problems to Ticket Booth Supervisor.

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PUMPKIN PAINTING

Area Supervisors: TBD

Location: Located on the center island near County Corner.

Supplies: Cash box and other supplies too numerous to mention!

Duties:

- Assist children in pumpkin painting, and other crafts activities.
- Pumpkin-painting activity is \$3. A Festival-issued VIP Card allows for free participation (1 pumpkin/card). Birthday Party cards may also include this activity.
- Celebrate Fairfax, Inc. staff will collect money periodically throughout the day. DO NOT LEAVE THE CASH BOX UNATTENDED!
- Please radio Ashley if any supplies run out.
- Contact Volunteer Check-in if there are more volunteers than needed.

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PETTING ZOO LINE MONITOR

Area Supervisors: TBD (Kids Crafts Supervisor)

Location: In the grassy area next to the Pony Rides. Check in with the Kids Crafts Supervisor

Duties:

- Make sure line has a point of entry that is clear and understandable.
- Assist petting zoo operators as necessary.
- Direct parents who do not wish to enter with their children to watch from along side the fence adjacent to petting zoo entrance.
- If you have any questions, you may direct them to the Kids Crafts Supervisor.

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SCARECROWS

Area Supervisor: TBD

Location: Located across from the Food Court on the island closest to the Government Center.

Supplies: 1 cashbox (scarecrows - \$5 each); scissors; string; pantyhose; shirts; pants; glue; information notebook. Each scarecrow is made up of: 1 pair of pants & 1 long sleeve shirt; 1 pair of pantyhose; twine and glue.

Duties:

- Your job is to help kids make scarecrows. The scarecrow co-chairs will be there to teach you how to make the scarecrows and help you get the families started.
- Anyone wishing to make a scarecrow **MUST PAY BEFORE** making the scarecrow and should only be given **one pair** of pantyhose.
- **Cost: \$5.00 per scarecrow**; \$3.00 per scarecrow if customer has their own pants and shirt. A Festival-issued VIP Card allows for free participation (1 scarecrow/card).
- Celebrate Fairfax, Inc. Staff will collect money periodically throughout the day. **DO NOT LEAVE THE CASH BOX UNATTENDED!** At the end of your shift, wait for the next shift of volunteers to arrive. If you are working the last shift of the day, cash will be collected at approximately 5:00 pm., unless we run out of clothes earlier in the day.
- Keep the pantyhose at the entrance where you are taking the cash. Proof that they have paid is that they have the pantyhose.
- Inform families that scarecrows may not be taken into the Government Center – there will be trash bags available at scarecrow-making in which to place their scarecrow, if necessary.
- Be sure that attendees are not taking clothes and walking away – be sure the site is secure.

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KIDWAY MIDWAY SUPER PASS SCANNER

Area Supervisors: TBD

Location: The carnival attractions are located in the parking lot next to the Food Court in front of the Government Center. Please go to the **KidWay MidWay Super Pass Tent**.

Supplies: Information Notebook

Duties and Description of Sales Volunteers:

- Cost for all-day wristband for the carnival is \$20; \$1 for individual ride tickets. Rides will take between 2-5 tickets.
- For individuals who provide pre-purchased bar-code tickets (printed-at-home), scan the bar-code and provide wristband for any approved redemption. Take ticket and place in provided box.
- Wristband sales will end at 5:00 PM on Saturday and 3:00 PM on Sunday. Any individual with a pre-purchased print-at-home ticket may redeem their unused ticket until the end of the event.
- **CASH OR CREDIT CARD ONLY**
- A Festival-issued VIP Card allows for free participation for up to 4 individual in the same party.
- Give wristband or individual tickets.
- At the end of your shift, wait for the next shift of volunteers to arrive.

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TRACKLESS TRAIN – LINE MONITOR

Area Supervisors: TBD

Location: Next to First Aid in County Corner in front of the building

Supplies: Cash aprons

Duties:

- Attendees may ride by providing any of the following: 1) \$2 in cash per rider; 2) An all-you-can-ride wristband; or 3) a Festival-issued VIP Card (allows for free participation for up to 4 people in the same party).
- Manage lines of people waiting to ride the train.
- Celebrate Fairfax, Inc. staff will collect money periodically throughout the day. DO NOT LEAVE THE CASH APRON UNATTENDED!
- Report any problems or concerns related to the train ride to Meagan Butkus immediately.