



VOLUNTEER JOB DESCRIPTIONS

**2019 FALL FOR FAIRFAX KIDSFEST
VOLUNTEER JOB DESCRIPTIONS**

FLOATER/ NO PREFERENCE VOLUNTEERS

Area Supervisor: TBD

Location: At the Information/Volunteer Check-In booth located in front of the Government Center Building (look for the YELLOW flags!)

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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BUILDING MONITORS

Area Supervisor: Hayley Holmes

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 (**drinks with a lid are okay**) or non-bagged scarecrows into the building.
- Prevent children from running or playing on the Forum steps.
- Distribute event programs.
- Assist with taking photos of attendees in front of the LOVE sign.
- Assist with holding the door for attendees.
- Direct people to the restrooms – either side of the forum hallway.
- 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.
- If anyone asks about VOTING or TAX PAYING – direct them to the left hallway (when you're facing the trains).
- For any questions, ask the Leadership Team Supervisor at the Volunteer Check-in/ Information booth in front of the building.

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Information, Volunteer Check-In & Hospitality, Child Registration

Area Supervisors: Hayley Holmes

Location: In the tent, in front of the Government Center (look for the YELLOW flags!)

Supplies: Information notebook, event programs, 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.
- Take name and description of lost people and have a Leadership Team 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.
 - Lost Parents tent is located on Center Island, across from the Kids Village.
- 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. They can also email info@celebratefairfax.com.
- 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. This year, they are collecting Glass items in their Purple Container.

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.
- Have the Leadership Team Supervisor radio to Bev Ops if you are running low on ice or beverages. Inform the Leadership Team Supervisor if you are running low on snacks.

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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.
- If a volunteer who is not on your list shows up, have them fill out their name, email, and sign out Volunteer Waiver.
- Give them a t-shirt – one t-shirt maximum for each volunteer.
- Direct them to their volunteer location and describe their duties to them, utilizing the appropriate job description page. Take your time and make sure they understand!
- Ask them to check-in with their Leadership Team Supervisor when they get over to their area (location on the job description). They will know who they are by the badge.
- Give them a voucher for their complimentary soda/water – they can redeem at the same location. **One ticket per shift.**
- Keep track on the tally sheet where you are sending volunteers and how many are in each area. When floaters checks in, use the sheet to determine where the most need is.
 - If you are unsure, 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 Trinity 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

Leadership Team Supervisor: Mia Sebastian and Donna Giarratana

Location: Report to the Kids Crafts tent located in the Kids Village (Pink Flags). Your Leadership Team Supervisor will assign you a specific program/task in the Kids Village area.

Duties for Kids Crafts/Creativity Lab:

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

Creativity Lab 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.

Duties for Moon bounce Line Monitor:

Supplies: Cash apron for ticket collection

Line Management Tasks:

- 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.

PETTING ZOO LINE MONITOR

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 Village Supervisor.

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PUMPKIN PAINTING

Area Supervisors: Amy Turner, Adrianna McVay, or Jackie Yin

Location: Located on the center island near County Corner.

Supplies: Cash box, paint, paper plate, dixie cups, paint brushes, paper towels, trash bags, baby wipes,

Duties:

- Assist children in pumpkin painting, and other crafts activities.
- Pumpkin-painting activity is \$5. Some Festival-issued VIP Card allows for free participation (1 pumpkin/card). Check the back of the card to see and mark if used.
 - If someone is trying to get their cards, direct them to the Carnival Redemption Tent.
- Celebrate Fairfax, Inc. staff will collect money periodically throughout the day. DO NOT LEAVE THE CASH BOX UNATTENDED!
- Please radio Trinity or Taylor if any supplies run out.
- Contact Volunteer Check-in if there are more volunteers than needed.

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SCARECROWS

Leadership Team Supervisor: Beth Levy, Gabrielle Levy, Aiden Levy, Alexis Gonsalves

Location: Located on the island closest to the Government Center.

Supplies: 1 cashbox (scarecrows - \$8 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 Leadership Team members 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: \$8.00 per scarecrow**; \$5.00 per scarecrow if customer has their own pants and shirt. Some Festival-issued VIP Card allows for free participation (1 scarecrow/card). Check the back of the card to see, and mark if used.
- 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 and Sam Roberts

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, wristbands, cash box, scanners

Duties and Description of Sales Volunteers:

- Cost for all-day wristband for the carnival is \$25; \$1 for individual ride tickets. Rides will take between 2-6 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.
 - Check to see the ticket type, and what that ticket should receive. They may get a activities pass with their ticket. If they do, give them the correct activities pass as stated on their barcoded ticket. If they redeem their wristband, mark or hole punch on their activity card that they redeemed their wristband.
- 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**
- 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: Samantha Efthimiades

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

Supplies: Cash aprons, Lucky Last Person in line sign

Duties and Description:

- Attendees may ride by providing any of the following:
 - 1) \$2 in cash per rider
 - 2) An all-you-can-ride wristband
 - 3) a Festival-issue Activity Card (check the back of the card for how many rides, if any, they get on the trackless train. Can be used by multiple people.
- 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 Trinity Yansick or Taylor Rinker immediately.

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TASTE OF VIRGINIA BAR
Area Supervisors: Nicole Yelland

Location: In the Front Yard, near the Petting Zoo.

REQUIREMENTS: 21+ years old

Supplies: Wine, Wine Pourers, Cups, We ID Signs, Tasting tickets,

Duties and Description:

- Smile and be pleasant at all times – it can make a huge difference in a person’s experience.
- You are not permitted to taste/drink alcoholic beverages while pouring.
- ID check each person before serving the beverage.
- Keep track of wine inventory and open bottles. Do not chill or write on bottles until necessary!
- Ensure no alcoholic beverages leave the designated area.
- Help maintain a clean and organized space.
- Inform your Leadership Team supervisor if you are running low on product or ice.