

Sarasota Folk Festival 2012 Volunteer Job Descriptions

- **For Sarasota Folk Festival Volunteers:** volunteer shifts are in 2 hour time slots.
 - Volunteers who sign up for **2 or more shifts on Friday** will get a one-day free pass of their choice.
 - Volunteers who sign up for **2 or more shifts on Saturday** will get a free (all day) Saturday pass.
 - Volunteers who sign up for **1 or more shifts on Sunday** will get a free Sunday pass.
 - All Volunteers must check in at the park entrance gate, to get their wrist band and sign in for their shift.
 - **Before volunteering for Folk Club Booth, contact Jean Hewitt, 377-9256 or jvhewitt2@verizon.net. Before volunteering on Saturday or Sunday for Check-in at Main Gate & Footbridge Sales, contact Theke Kahn, 377-2501 or thekla1224@verizon.net.**
 - To volunteer, call or email Lu Winberg, 918-8333 or luwinberg@sarafolk.org with the tasks and times you would like to fill.
1. **Festival Setup: (Thu evening) Park Main Entrance:** set up folk club easy-up, tables and chairs and signs set up in front of ranger station. **(Fri afternoon) Festival campus area:** Rope off entrances, set up all folk club easy-ups, set up chairs & tables at each stage and at festival entrance check points. Set up signage in designated areas.
 2. **Check-in - artist, volunteer and vendor: (Fri afternoon/evening & Sat morning)** checking all vendors, volunteers and artists as they come into the park. Volunteer will issue appropriate wristbands, guest passes, parking passes and programs, direct artists and volunteers to our camping area, and give out general festival information to anyone who comes to the sign-up booth at the entrance of the park. We need folks with welcoming attitudes and time to hang out and just be there as people trickle in throughout the day.
 3. **Vendor Setup and assistance: (Fri afternoon/Sat morning)** Show vendors their assigned places on the festival grounds and assist them in whatever needs they have for easy and simple Setups. *(We will have designated areas as in the past for food vendors, craft/artists and our educational booths.)*
 4. **Hospitality: (Setup Fri afternoon) / (maintenance Sat/Sun)** The hospitality room is an area where artists and volunteers can take a break and re-fuel. We need people to make coffee, ensure that the food and drink is available to the artists/volunteers, and keep the area clean. This area is also used for an instrument check, so our performers can leave their instruments in a safe place while they enjoy the festival. Margaret Lewis will be the coordinator for this area.
 5. **Check-in (Sat & Sun) Park Main Entrance:** Collect entrance fee monies, issue wrist bands, and check in volunteers. **Since this volunteer position requires working with money, it is requested that you contact Theke Kahn, 377-2501 or thekla1224@verizon.net before volunteering.**
 6. **Footbridge sales: (Sat/Sun)** Collect entrance fee monies and issue wrist band for campers and park visitors coming from the park campgrounds. **Since this volunteer position requires working with money, it is requested that you contact Theke Kahn, 377-2501 or thekla1224@verizon.net before volunteering.**

7. **Wristband check, Festival entrance: (Sat/Sun)** Check wristbands at festival entrance *after folks have parked*. If necessary, collect entrance fee monies and issue wristbands for people who have not already paid. **Note that the festival entrance is the entrance to the festival itself; the Main Entrance to the park is covered separately.**
8. **Folk Club Booth:** Sell Folk Club T-shirts and performer CDs. Hand out Folk Club literature and sign up new members. **Since this volunteer position requires working with money, it is requested that you contact Jean Hewitt, 377-9256 or jvhewitt2@verizon.net**
9. **Pickup/Cleanup: Port-o-lets and Restroom maintenance: (Sat/Sun)** Keep port-o-lets and the onsite restrooms clean and supplied with toilet paper, hand soap and paper towels. Spot clean the campus as you walk around. *(We will provide a cleaning kit with all of the supplies you will need to make this job quick and easy.)*
10. **Photography: (Sat/Sun)** We are looking for experienced photographers, to roam through the festival and create a photographic record of the festival and its attendees.
11. **Kid's Activities and Workshops: (Sat/Sun)** We need some creative people, who have craft ideas, and will implement their ideas into great workshops for the children. This set up will be in the Family Stage area. Give us your ideas and we'll help you get the supplies for your activities. Face painting, puppet making, hu-la-hoop, hacky-sac?
12. **Security: (Sat/Sun)** Persons who are willing to be visible volunteers to make sure that we don't have festival crashers who have not paid. Security people need to watch for vandalism, and improper behavior. We're all nice folks so this should be an easy job. The Park Rangers and Friends of Oscar Scherer Park Inc. will be helping with this.
13. **Transportation: (Sat/Sun) Artist and instrument transport to/from campground:** We provide a van, and we need licensed and insured drivers for this job. The vehicle will be at a designated area, near the campus-festival entrance. There, drivers will hand off the keys to the next volunteer as they finish their shifts.
14. **Festival Clean-up (Sun evening at 4pm):** When the festival is over, we need a dozen volunteers to ensure that the park is clean and litter-free. **On the festival campus:** Pack up tables, chairs, crafts and all folk club easy-ups. **At the volunteer campground:** makes sure the bathroom area is clean, that all litter is picked up from the entire campground area, and the sign from the back trail entrance is picked up. **At front entrance:** folk club easy-up taken down and put into the sack and all material into boxes and stacked for pick-up. *We appreciate the assistance of all volunteers who are on hand at the end of the festival, and are able to help with this effort.*