

VOLUNTEER JOB DESCRIPTIONS

All volunteers represent and are members of the SolarFest community. We expect courteousness, commitment, kindness and good will.

Back Up

Requires competent, flexible and energetic people who can quickly absorb instructions and who are familiar with the site and its workings. We schedule several Back Up volunteers per shift to make sure we can keep things running smoothly and attendees happy in unforeseen circumstances.

Box Office

Box Office volunteers sell tickets at the main festival gate, in the field to our campers and are the face of the festival. Box Office volunteer positions include cashiers, mobile ticket sellers and affixing wristbands. Familiarity with a cash register and credit card machine are helpful, along with good customer relations skills. The Box Office Department Head will be in contact once you indicate your area of job interest.

Gate Survey

Interact with festival comers as they enter the gate to help us gather information on where our guests are from, how they heard of us, and other important information. Gate Survey crew will represent SolarFest and must have good customer relation skills and a positive face for our attendees.

Hospitality

Works in either the Sponsor Hospitality tent or in the Main Stage and Second Stage green rooms. Delivers and sets out food, sees that snacks and drinks are replenished.

Information Booth

Info booth volunteers need to be familiar with the schedule and layout of the property, comfortable using the radio and contacting other departments when necessary, and must be welcoming and courteous at all times. Each shift oversees and orients Gate Survey volunteers.

Kid's Corner

Must be good with children! Works in coordination with the Heads on organized projects at Kid's Corner. Not a baby-sitting service, Kid's Corner is a place for children and their parents to do age-appropriate, informally structured activities. Volunteers are responsible for cleaning up supplies during and after shifts, and redirecting children in activities.

Kitchen

Cooking experience for the masses is a must in this job! The Kitchen is a very busy place with excellent people in charge: in order to provide sustenance on an ongoing basis for our volunteers, a high degree of coordination is required. Kitchen Volunteers need to be skilled in food prep and presentation; they are expected to be able to follow directions with minimal oversight. The kitchen is temporary, set up in a horse shed, and is very rudimentary.

Requirements:

- Prior cooking experience
- Positive energy and attitude
- Willingness to clean as well as cook
- Good physical shape: be able to be on your feet for a multi-hour shift
- Team player

On-Site Volunteer Support

This role provides oversight, coordination, and support, throughout the weekend, to the 250+ volunteers who make SolarFest possible.

Parking

Parking volunteers facilitate the orderly parking of the many vehicles that come to SF, including specialized parking for hybrids, elders, campers, etc. Essential to this job is a willingness and preparation to be in the weather for a 3-hour shift. Parking volunteers are the first face of SF that our visitors see; they must demonstrate a positive and courteous manner. Parking volunteers must be 18 years of age and over.

Power Volunteers

Power Volunteers are highly skilled and experienced people who work closely with the Power Department Heads to assist with installations, power readings, maintenance and generally keep power running before and during the festival. This job requires people with technical qualifications, and additional communication with/approval of the Power Department Head.

Runner

This is the place for young teen volunteers. Primary purpose is to be on hand at Info and Volunteer Support to enable errands or communication to take place.

Sales Tent

The SolarFest Sales Tent is located undercover in the main arena. It is the place where visitors can purchase SolarFest merchandise: T-shirts, water bottles, window decals, etc. Most festival attendees visit the Sales Tent at least once during the festival; Sales Tent volunteers play a vital role in helping to make all attendees feel welcome and valued. The ability to manage money and work a cash register and credit card machine are required.

Security

SolarFest is proud of its history of a peaceful and welcoming festival. Security Volunteers hold special responsibility for the festival, and are under the management of Marshal Squier, owner of SolarFest's home at Forget-Me-Not-Farm. Marshall provides each Security Volunteer with an orientation regarding peaceful management of SolarFest, its visitors and site. Security volunteers always work in pairs, and need to be at least 18 years old.

Site Operations

Set-Up: Crucial to SolarFest is the week prior to the festival, affectionately known as "Hell Week." We need 30 able-bodied volunteers for longer shifts from Monday to Thursday before the festival to set up tents, water systems, signs, decoration, layout areas, deliver tables and chairs to tent spaces. Competency with tools and/or good physical shape is required.

Strike: We seek 8 people willing to work the entire Monday after the festival taking the aforementioned list apart.

PREFERENCE IS GIVEN TO RETURNING VOLUNTEERS FOR THESE JOBS.

Silent Auction

Silent Auction is located in the main arena adjacent to the Sales Tent. Silent Auction volunteers collect items from donors, set-up and maintain the auction for three days, and help winners purchase their items on Sunday. Silent Auction volunteers must maintain a helpful and courteous demeanor in order to provide all attendees with a positive SF experience.

Traffic Control

Works each shift that Parking is open, 1 person per shift.

Requirements

- 18 years or older
- Ability to be authoritative, to keep the main road clear and exiting/entering drivers safe
- Willingness to direct traffic

Vendor Area

Vendor Area volunteers are instrumental in helping our vendors to find their spaces and have the information and support they need before and during the festival. Several volunteers are needed during the week before the festival to help mark out spaces in the vendor area of the festival. During the festival, volunteers will help direct vendors to their assigned spaces. These volunteers are overseen by the VIP Gate and Managing Director.

VIP Gate

The VIP Gate is the entrance used by performers, vendors, sponsors, presenters, and other festival VIPs. The VIP Gate can get extremely busy at times and requires volunteers who are able to take in and process a lot of information, and who are able to troubleshoot issues while maintaining a positive and helpful attitude.

Wellness Tent

Wellness volunteers might have a background in massage therapy, nursing, EMT, herbalism, or just be caring people. Not a First Aid tent, but a place for volunteers and attendees to be recharged.

Workshop Volunteer

Workshop Volunteers need to fully understand and implement the complicated - but very satisfying – job of helping SolarFest workshops run smoothly and pleasantly. Added bonus: Volunteers get to attend workshops while fulfilling their job responsibilities! Please see detailed description below. The Workshop Department Head will be in contact once you indicate your area of job interest.

Workshop Tech Volunteers – Site Tech

SolarFest has needs for volunteers highly skilled and experienced in audio-visual needs in various workshop locations throughout the festival grounds. These volunteers work under the direction of the Site Tech and Workshop Tech Department Head to install, support, repair, and break-down AV equipment, as needed.

Requirements:

- Skill and experience in AV equipment and support is required
- Ability to trouble-shoot and work with a diversity of presenters, a must

Zero-Waste

SolarFest runs as a Zero-Waste festival and relies on Zero-Waste Volunteers to educate and support festival attendees as to the appropriate disposal of compost and recycling. Zero-Waste Volunteers also pick-up and dispose of filled compost and recycling barrels.

Requirements

- Ability to cart away and dispose filled compost and recycling barrels
- Ability to learn – and communicate to attendees - the specifics of Zero-Waste
- Ability to maintain a positive outlook and courteous demeanor
- Promptness – all volunteers must arrive on time and work their entire shifts

SOLARFEST WORKSHOP VOLUNTEER JOB DETAILS

Thanks so much for your willingness to work as a SolarFest Workshop Volunteer. This year, we are holding over 100 workshops in 6 workshop tents (as well as some outdoor workshops) and we are committed to providing both our workshop presenters and our festival attendees with the highest quality of organization and professionalism. And we cannot do it without YOU!

Please read carefully the following list of expectations. If you are not comfortable with any of these tasks, please tell us now and we will do our best to have you rescheduled for a different volunteer job. However, we cannot guarantee we will be able to find you another volunteer position, so please consider carefully before requesting a change.

We expect all Workshop Volunteers to have the following basic skills:

1. The ability to speak clearly and loudly to the workshop audience
2. The ability to read the prepared "script" (including a Welcome to SF message, the presenter's introduction, and reminders) to the workshop audience.
3. The ability to hand out and collect all workshop surveys.
4. The ability to arrive on time and stay for the entire volunteer shift
5. The ability to count the number of attendees for each workshop
6. The ability to help the presenter begin and end on time.
7. The ability to represent SolarFest in a professional, courteous and friendly manner

You will NOT be asked to help with the AV equipment (computers, microphone, projectors) as there will be designated Workshop Tech Volunteers to do these jobs.

We expect all Workshop Volunteers to do the following jobs:

1. Arrive at your designated workshop tent on time (according to the schedule you are given by the Volunteer Coordinator). This will generally be 15 minutes before the scheduled start time of the workshop.
2. Stay in the workshop tent throughout your entire shift. Make sure your personal needs (food, water, bathroom) are met prior to arriving for your shift so that nothing distracts you from your important job.
3. There will be radios available in each workshop tent in case you need to reach the Workshop Coordinator for help.
4. Straighten out the workshop area as needed For example, straighten chairs, recycle left over papers, throw away any trash, etc. Do whatever is needed to make the tent ready for the next presenter and audience.
5. Welcome and introduce yourself to the presenter as he/she arrives. Make sure he/she knows there is a designated Tech Volunteer who can be available to help him/her set up the computer and projector and address any problems, if need be.
6. Greet and welcome audience members as they enter the tent. Answer questions, as asked, regarding the name of the workshop about to start in this tent. Refer people to their festival program and/or the SolarFest Information Booth for questions you cannot answer. Refer them to the posted sign of workshops scheduled that day in this particular tent.
7. Promptly at the start time of the workshop, and using the script provided, read aloud the welcome, introductions, and anything else written on the "script." Use a loud clear voice so everyone can hear you. You can use the presenter's microphone if needed. **MAKE SURE THE WORKSHOP STARTS ON TIME.**

8. Hand out WORKSHOP SURVEYS to all members of the audience. Your script will include words that encourage them to complete the surveys at the end of the workshop and to drop the completed in the box before leaving the workshop tent.
9. Once the presenter has begun, COUNT THE NUMBER OF PEOPLE IN THE AUDIENCE and write this in the designated spot on your script. If more people enter the tent as the workshop progresses, please add them to your final count.
10. FIVE MINUTES before the workshop is scheduled to end (see your script for time), hold up, for the presenter to see, the back side of your script that reads: **5 MINUTES LEFT**. If necessary, when the workshop time is over, hold up the back side of your script that reads **TIME IS OVER**.
11. When the workshop ends, clearly remind the audience members to complete their workshop surveys and drop them in the designated box. Also remind the audience that there will be another workshop starting in this tent and ask them firmly but politely to vacate the workshop tent.
12. Using a rubber-band, please bundle the surveys and your script together and drop it in the survey box. At the end of your shift, take the bundles from the box (leave the box in the tent) and bring them to the SF Information Tent. There will be a box there for you to drop your bundles. THANK YOU!