

Volunteer Job Descriptions

Box Office - Volunteers at the Box Office sell tickets and check in “will call” attendees at the Main entrance. Once SolarFest attendees pay, Box Office volunteers affix wristbands to each guest. Ease with numbers, the ticketing app, making change, and positive customer interaction skills are necessary. Personal phones will be necessary to use the ticketing app. Phone chargers will be available. All box office jobs will require volunteers to be mobile and to spend time outdoors - in a shaded spot with a tent.

Golf Cart Drivers -

Hospitality - Works in the VIP Hospitality Tent, or in the backstage Green Room. Greets sponsors and workshop presenters or performers, delivers and sets out food, sees that snacks and drinks are replenished.

Information / Wellness / Volunteer Check-in - Info/Wellness booth volunteers need to be familiar with the schedule and layout of the property, be comfortable using the radio and contacting other departments when necessary, and must be welcoming and courteous at all times. Volunteers assigned to wellness encourage attendees to keep well hydrated and protected from the sun, offering free sunscreen, bug spray, and electrolytes. Knowledge of First Aid a plus. This is also where Volunteers check in and for scheduling updates.

Volunteer Support - Provides oversight, coordination, support and troubleshooting throughout the weekend to the 200+ volunteers who make SolarFest possible. Be prepared to be a back-up for no-shows in most areas.

Kids Corner - Must be good with children! Works in coordination with the Kid's Corner Heads on organized projects at Kid's Corner. Not a babysitting 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. How about an Art Wall?

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

Power Station - 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.

Sales Tent / Performer Merchandise - The SolarFest Sales Tent is located undercover. 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 interface are required. Volunteers in Performer Merch must be comfortable handling cash, dealing with performers, and the general public. Previous SolarFest Performer Merch volunteers in good standing are given scheduling preference.

Security - SolarFest is proud of its history as a peaceful and welcoming festival. Security volunteers hold special responsibility for the festival. Volunteers are in charge of the peaceful management of SolarFest, its visitors and the site. Security volunteers always work in pairs, must be at least 21 years old, and preferably have attended at least two prior SolarFests.

Site Set-up & Decoration- Set Up volunteers are crucial to SolarFest in the week prior to the festival. They work under the direct supervision of the Site Operations coordinator and are responsible for setting up tents, water systems, signs, helping with decoration, laying out exhibitor areas, delivering tables and chairs, picking rocks from pathways, and whatever else comes up - the various and sundry things needed to be done to ready the site. Competency with tools, ability to follow direction and to work on your own or in a group is key. Work can be physically demanding and happens largely out in the elements. Sign painters work sprucing up and updating old signs and creating new ones. Must be able to work prior to the festival (can set your own hours) and oversee/enlist the help of volunteers. Works closely with the Managing Director, Site Operations Coordinator and various department heads.

Site Strike - Strike volunteers are responsible for breaking down the festival and helping restore things to their prior use. Attention to detail, the ability to follow directions, and patience are essential. The more attention paid to the details of putting everything away after the festival, the better our ability to set the festival back up the following year. Reliable past volunteers are given preference.

Steinberg Road POINT - This job sorts and directs performers, vendors, sponsors, presenters, and other festival VIPs to where they need to go. The Point can be 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 helpful attitude.

Workshop Support - Workshop Volunteers need to fully understand and implement the complicated and very satisfying job of helping SolarFest workshops run smoothly and pleasantly. Time-keeper, introducer, trouble shooter, the volunteer serves as host of both

attendees and the presenter. Added bonus: Volunteers get to attend workshops while fulfilling their job responsibilities!

Workshop Tech / Site Tech - SolarFest needs volunteers who are highly skilled and experienced in audio-visual technology in various workshop locations throughout the festival grounds. These volunteers work under the direction of the Site Tech and Workshop Tech Department Head/s to install, support, repair, and break-down AV equipment, as needed. Requirements: skill and experience in AV equipment and support; ability to trouble-shoot and work with a diversity of presenters.

Zero Waste - SolarFest runs as a Zero-Waste festival, relying on Zero-Waste Volunteers to educate and support festival attendees about the appropriate disposal of compost and recycling. Zero-Waste Volunteers also pick-up and dispose of filled compost and recycling barrels. They should be able to learn and then teach the specifics of Zero-Waste to attendees; ability to maintain a positive outlook and courteous demeanor; promptness – all volunteers must arrive on time and work their entire shifts.