



Canada Day Together Festival

VOLUNTEER ROLES & RESPONSIBILITIES

Volunteer Supervisors

Supervise the work of 15-20 volunteers within a specific, pre-defined area of responsibility:

Set Up Supervisor	8 am – 2 pm (6 hours)
Hospitality Supervisor	1 pm – 10 pm (9 hours)
Program Aide Supervisor	1 pm – 9 pm (8 hours)
Grounds Crew Supervisor	2 pm – 10 pm (8 hours)
Security Supervisor	2 pm – 11 pm (9 hours)

Volunteer supervisors will be required to fill out an application form to be sent separately.

Volunteers

Set Up Team:

<i>Grounds Set Up – Fence, Tables, etc. (16)</i>	Set up barricade fencing around the fireworks fall-out zone * Set up caution tape between fences Move picnic tables and waste cans to proper locations * Set up wayfinding and info signage Set up “selfie wall”	<i>9 am – 11 am</i>
<i>Grounds Set Up – Vendors (2)</i>	Assist vendors with tent set up *	<i>11 am – 2 pm</i>

**Heavy lifting required*



Hospitality Team:

<i>Vendor Liaison (2)</i>	Check in with vendors regularly, assist with any long line-ups, assist event planner	2 pm – 8 pm
<i>Welcome Tent Attendant (4)</i>	Provide info, answers, locations to guests about festival program	2 – 6 pm (early) 6 – 10 pm (late)
<i>Green Room Attendant (2)</i>	Monitor access to artist lounge, assist entertainers as needed	2 – 6 pm (early) 6 – 10 pm (late)
<i>Green Room Attendant + (1)</i>	Monitor access to artist lounge, assist stage manager as needed	2 – 10 pm (all day)
<i>Volunteer Tent Attendant (3)</i>	Monitor access to volunteer tent, take food vouchers, assist volunteer manager, assist caterer as needed	10 – 2 pm (pre) 2 – 6 pm (early) 6 – 10 pm (late)
<i>Parking Lot Attendant (6)</i>	Monitor access to the parking lot, advise others on other options to park	11 – 2 pm (pre) 2 – 6 pm (early) 6 – 10 pm (late)

Program Team:

<i>Tea Room Attendant (3)</i>	Assist guests – older adults – as needed, with tea, bingo, etc.	2 pm – 6 pm
<i>Gaming RV Attendant (1)</i>	Assist guests waiting in line for their turn	4 pm – 9 pm
<i>Inflatable Attendant (6)</i>	Assist guests waiting in line for their turn	2 – 6 pm (early) 6 – 9 pm (late)
<i>Pony Rides Attendant (1)</i>	Assist guests waiting in line for their turn	2 pm – 6 pm
<i>Petting Zoo Attendant (1)</i>	Monitor guests with animals, assist vendor	2 pm – 6 pm

Grounds Crew:

<i>Groundskeeper (12)</i>	Patrol festival grounds, pick up litter, check washroom supplies regularly	2 – 6 pm (early) 6 – 10 pm (late)
<i>Survey Taker (6)</i>	Ask festival attendees to answer questions to a short festival survey [^]	2 – 6 pm (early) 6 – 10 pm (late)

[^]personal mobile phone with cellular data plan required



Security Team:

<i>Barricade Attendant (4)</i>	Patrol the barricade fencing to secure the fireworks fall-out zone	<i>2 – 6 pm (early)</i> <i>6 – 10 pm (late)</i>
<i>Barricade Mover/Attendant (10)</i>	Expand and secure the fireworks fall-out zone by moving extra barricades, adding caution tape, closing the path, keeping guests out of fenced off area	<i>9 – 11 pm</i>
<i>Stage Attendant (4)</i>	Secure the main stage area, assist paid security as needed	<i>8 – 10 pm</i>