



Festival Volunteers – Job Descriptions

African Fest 2019

March 30, 2019

Kiwanis Park | Ruben Romero Corporate Ramadas
Mill Avenue & All America Way | Tempe

Job Descriptions

African Fest 2019 could not happen without the dedication and hard work of our volunteers. Volunteers work throughout the Festival in various capacities. These positions are unpaid but will provide priceless experience. It takes hard work to make the Festival a fun and culturally enlightening experience for the thousands who attend, and our volunteers are the public face of the Festival.

All volunteer positions require individuals who can complete the requested number of hours in a given shift. Volunteers will be placed in assignments best suited to their interest and capabilities. A festival T-Shirt, bottled water, fresh whole fruit and packaged snacks will be available for volunteers. Volunteers are required to review and sign a waiver of liability. Volunteers receive free access to the festival.

For more information, visit our website <http://www.africanfestusa.org/get-involved/volunteer/>

Volunteer Contact

infoafu19@gmail.com

Festival Manager | 602-562-7062

Volunteer Assignments Include:

Festival Set Up & Tear Down
Vendor/Volunteer Check-In Desk
Vendor Area Managers
Greeters and Directional Support
General Clean up
Security

Vendor Relief
VIP Area Helpers
Fashion Show Helpers
Demo Area Helpers
Kids Area Helpers

Festival Set Up and Tear Down

Preferred skills: ability to follow pre-determined directions, read set up event layout diagrams; ability to set up signs and place signage in a neat and aesthetic fashion, ability to lift 10-15 pounds, ability to stand and balance on a 6' ladder if needed, manual dexterity, ability to pack away signage for storage at the end of the event (Saturday).

Booth Signage and Event Signage

Description: set up and place tent and event signage, booth numbers and directional signs in pre-determined areas; remove signage at the close of the Festival for disposal or storage.

Vendor/Volunteer Check-In Desk

Preferred skills: punctual, organizational skills, friendly; strong communication skills, ability to work in a fast-past and demanding environment; respond quickly to requests from Event Managers and Vendor Support Leads; ability to read and understand event diagrams; communicate directions and assignments to volunteers; ability to lift 5-10 lbs.

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Description: check in & check out volunteers, obtain signatures on event waivers and photo release; distribute volunteer badges, t-shirts and discuss assignments and direct volunteers to work areas.

Vendor Area Managers

Preferred skills: punctual, organizational skills, friendly; strong communication skills, ability to read and understand event diagrams; communicate directions and assignments to vendors.

Description: provide direction to vendors and sponsors during load-in (Friday or Saturday). Direct vendors to specific booths for their set up.

Greeters and Directional Support

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

Greeters

Description: welcome and direct guests to various Festival activities; distribute flyers and programs if available. Be alert to any behavior that may cause a disruption to the enjoyment of the event and notify appropriate event managers of any potential issues.

Parking / Directional Support

Description: manage access to food vendor gates, stage gate and other areas that have been roped off for access. Look for and report any unsafe or security matters to the festival management. Assist in directing patrons to alternate parking locations around the festival. Parking / Directional Support volunteers will wear orange vests.

General Clean Up

Preferred skills: manual dexterity, ability to walk/stand for long periods of time (~4 hours), ability to lift full trash bags out of trash bins and place new bags in the bins; communication skills to alert event managers of the need for additional trash supplies or situations requiring special treatment.

General Area Clean Up

Description: roam event venue, identifying opportunities to clean up trash or other items detracting from the aesthetics of the event.

Food & Beverage Clean Up

Description: roam food & beverage areas, dining areas, clearing tables and collecting trash from the area.

Security

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

Security Greeters

Description: supervise entrance/exits to ensure patrons not leave fenced area with alcoholic beverages. Be alert to any behavior that may cause a disruption to the enjoyment of the event and notify appropriate event managers of any potential issues. Directional Support volunteers will wear orange vests.

Vendor Support (Relief)

Description: provide short breaks (5-10 minutes) for vendors that need to leave their booths from time to time; deliver bottled water to vendors.

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Preferred skills: punctual, assertive and friendly; ability to understand and follow vendor instructions for watching booth in their absence.

VIP Area Helpers

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

Description: greet guests, check badges/wristbands and assist in keeping area tidy in VIP Lounge, area as needed.

Fashion Show Helpers

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

Description: assist fashion show managers as needed.

Demo Area Helpers

Preferred skills: punctual and friendly; alert, experience with crowd control, enjoys working with people; ability to understand and follow instructions and maintain professional language at all times.

Description: assist with line control and supplies for demos.

Kid's Area Helpers

Preferred skills: punctual and friendly; enjoys working with kids; ability to understand and follow instructions and maintain professional language at all times.

Description: assist with line control for face painters and bounce houses.

Volunteer Shifts

Our goal is to create a great experience for you and festival patrons. To meet that goal, shifts are subject to change and actual assignments may vary. Please come with a willingness to help in any area as needed.

Assignment	Friday, March 29		Saturday, March 30			
		#		#	#	
Festival Set Up & Tear Down	10 AM - 5 PM	6	7 AM - 12 PM	4	4:30 - 7:30 PM	6
Vendor Area Managers	1 PM - 5 PM	2	7 AM - 11 AM	4		4
Vendor/Volunteer Check-In Desk			7 AM - 12 PM	4	11:30 AM - 4:30 PM	4
Greeters and Directional Support			10 AM - 2 PM	4	2 PM - 6:30 PM	4
General Clean up	1 PM - 5 PM	2	10 AM - 2 PM	2	2 PM - 6:30 PM	2
Security	1 PM - 5 PM	2	10 AM - 2 PM	3	2 PM - 6:30 PM	3
Vendor Relief			11 AM - 3:00 PM	3	3:00 - 6:30 PM	3
VIP Area Helpers			10 AM - 2 PM	2	2 PM - 6:30 PM	2
Fashion Show Helpers			8:30 AM - 2 PM	2	2 PM - 6:30 PM	2
Demo Area Helpers			10 AM - 2 PM	2	2 PM - 6:30 PM	2
Kids Area Helpers			1 PM - 3:30 PM	2	3:00 PM – 5:30 PM	2