



## BARRIE DRAGON BOAT FESTIVAL Volunteer Job Description

<b>VOLUNTEER POSITION:</b>	<b>Site Crew</b>
<b>SUPERVISOR:</b>	<b>Site Manager</b>
<b>TIME REQUIRED:</b>	<b><u>Pre-Race Day</u></b> (Friday) Friday: 9:00 a.m. - 4:00 p.m. <b><u>Race Day</u></b> (Saturday) Saturday: 5:00 p.m. – 9:00 p.m. <b><u>Post-Race Day</u></b> (Sunday) Sunday: 9:00 a.m. – 1:00 p.m.

*Note: Finishing times may vary as advised by Site Manager*

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### **TASKS**

1. Setup/Teardown of festival equipment (tents, tables, chairs, etc)
2. Load and unload festival equipment
3. Perform other duties as designated by the site manager
4. Report concerns, needs or incidents to their supervisor

### **SKILLS\REQUIREMENTS**

1. Reliable, fast and efficient
2. Good communication skills
3. Physically able to lift
4. Must be able to stand for long periods of time

A *Volunteer Waiver* must be completed and signed prior to the festival event  
Volunteers must be 14 years of age and up, or 16 years of age and up if handling cash  
Volunteers in positions handling cash must be cleared through the Barrie Public Library  
Volunteers must work in compliance with the Health and Safety Act  
Volunteers must sign-in at the Volunteer Administration Tent a minimum of 15 minutes before the shift begins