



BARRIE DRAGON BOAT FESTIVAL Volunteer Job Description

VOLUNTEER POSITION:	Team Registration
SUPERVISOR:	Festival Volunteer Coordinator
TIME REQUIRED:	Race Day - 6:30 a.m. – 10:00 a.m.

TASKS

1. Register teams
2. Issue registration packages
3. Direct participants to event areas
4. Report concerns, needs or incidents to supervisor

SKILLS\REQUIREMENTS

1. Highly organized
2. Able to multi-task
3. Clear, legible handwriting/printing
4. Work well under pressure

Volunteer Notes:

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