



## BARRIE DRAGON BOAT FESTIVAL Volunteer Job Description

<b>VOLUNTEER POSITION:</b>	<b>Volunteer Administration</b>
<b>SUPERVISOR:</b>	<b>Festival Volunteer Coordinator</b>
<b>TIME REQUIRED:</b>	<b>Race Day - Two shifts available 6:00 a.m. – 12 noon 12 noon – 5:00 p.m.</b>

---

### **TASKS**

1. Sign in volunteers
2. Distribute volunteer packages
3. Direct volunteers to work stations
4. Distribute morning and afternoon snacks
5. 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

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