

Volunteer Job Descriptions

Volunteer Positions are Available at the Following Festivals:

- ☐ Newberry Oktoberfest (1st Saturday in October)
- ☐ Main Street Lights (Christmas Tree Lighting) (Friday before Thanksgiving)
- ☐ Healthy Chili Cook-Off (Saturday before the Super Bowl)
- ☐ Irish Fling (Friday of or Before Saint Patrick's Day)
- ☐ Pork in the Park (3rd Friday and Saturday in April)
- ☐ Taste of Newberry (3rd Friday in May)

Most, but not all of following job descriptions apply to all of our events- All event volunteers will be provided with either a name tag or t-shirt (as applicable) indicating their volunteer status at the event.

Event Set Up:

Event set up volunteers will be responsible for assisting with the general physical arrangement of the event area. Tasks include but are not limited to placing barricades and road blocks, carrying and setting up pop-up style 10x10 tents, carrying, placing, and attaching sandbags to various event items such as tents and barricades to weigh them down in case of high winds, placing trash roll carts in event area, placing informational signs throughout event area, setting up tables and chairs, and setting up decorations as applicable to the event. This could also include assisting with items such as stage set up, music, sound, and lighting equipment set up, and stage banner decoration, as applicable to the event.

Event Break Down:

Event break down volunteers will be responsible for assisting with removing the general physical arrangement of all temporary items in the event area. Tasks include but are not limited to the removal of event decorations, taking down and stowing tables and chairs, taking down and stowing sandbag weights, taking down and stowing pop-up tents, the removal of trash roll carts from the area to designated pick up locations, and the removal of barricades and road blocks. This could also include assisting with the removal and take down of stage, music, sound, and lighting equipment, as applicable to the event.

Vendor Welcome Staff:

Vendor welcome staff volunteers will be responsible for greeting event/festival vendors as they enter the event space, and assisting them with finding their booth location. Tasks include but are not limited to monitoring barricades and roadblocks, letting in only event vendors or staff with the proper permit displayed in their car window, using provided event maps to help guide vendors to their booth location, occasionally helping vendors in need of assistance with booth set up (tents set up only), and being friendly and welcoming to vendors and staffers as they enter and exit the area. Vendor welcome staff are considered the first ambassadors of the event and are expected to behave respectfully and well-mannered, as well as provide a positive attitude.

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Festival Greeter:

Festival greeter volunteers will be responsible for greeting event patrons, guests, and others as they enter the festival or event area. Festival greeters are considered ambassadors of the event and are expected to behave respectfully, well-mannered, and gracious to guests as well as provide a positive and energetic environment. Festival greeters will be provided with event maps and information to distribute to guests. Festival greeters are also expected to assist any patrons with questions they may have about the event, as best they can. It is recommended that festival greeters use the event maps and information they have to make themselves familiar with the event prior to starting duties.

ID Station Staff:

ID station volunteer staff will be responsible for checking guests IDs at events with alcohol to insure that the guest wishing to receive an over 21 wristband is of age. ID station volunteers will always be staffed alongside an official event staff employee or a member of the Newberry County Coalition Against Underage Drinking. ID station volunteers including checking IDs of everyone wishing to receive a wristband, distributing wristbands/placing wristbands on guests, and assist any patrons with questions they may have about the event, as best they can. ID station volunteers are considered ambassadors of the event and are expected to behave respectfully, well-mannered, and gracious to guests as well as provide a positive and energetic environment.

General Assistance/Floater:

General assistance or floater volunteers will be responsible for assisting event staff as needed. General assistance volunteers will be assigned to work directly with an event staff member during their hours of service. Tasks include, but are not limited to assisting vendors, cleaning up trash and moving trash carts to pick up areas, assisting the Newberry Arts Center as needed, monitoring and cleaning the food court seating area, assisting in the VIP sponsor room, and assisting event guests.

Merchandise Sales Staff (Oktoberfest Only):

Merchandise sales staff volunteers will be responsible for manning any event merchandise booths during their working hours at the event. Tasks include but are not limited to selling merchandise (such as t-shirts), displaying and arranging merchandise for their best quality view, packaging sold merchandise, and being gracious, respectful, and well-mannered to event patrons during these duties. Merchandise volunteers are also expected to provide a positive and energetic environment as well as do their best to assist any patrons with questions they may have about the event. Merchandise volunteers will be provided with event maps that they can distribute as needed.