



Volunteers Needed

**RAINIER BEACH
COMMUNITY
COLLEGE AND
JOB AND
RESOURCE
FAIR**



Location:
8825 Rainier Avenue South
Seattle, WA 98118

Date | Time
28 March 2026 | 12pm - 4pm

We need help with :

- Set-up
- Tear Down
- Registration/Information Booth
- Healing Circle
- High School Teams (CSL Credit)
- Beach Buck "Food"
- Marketing
- Fundraising
- Graphic
- Public Safety



Join Us!

For more information visit us at:

www.champsseattle.org



Volunteer Descriptions

Setup Team

- Ensure parking lot is roped off parking before 9:30am
- Set up parking lot between 9:30am - 1:30pm
- Set out all traffic cones by 12pm
- Direct placement equipment from tent and porta-potty vendors
- Put up "No Parking" signs by 12pm
- Set up canopies, tables, and chairs
- Event decorator arrive by 10am to begin decoration
- Hang banners, backdrop, yard signs and sandwich boards

Tear Down Team

- Ensure all garbage and recyclables are in bins
- Take down all canopies, tables and chairs
- Collect all banners, backdrops and signs
- Corral all parks department equipment, heat lighting brackets, and traffic cones for pick up

Registration/Information/Volunteer Booth Team

- Post registration & information sign on top of canopy
- Post QR Code Sandwich Board near booth
- Provide great customer service
- Ensure each station has mask and hand sanitizer
- Share event information (information will be at the table)
- Act as lost and found (missing kids go to DJ booth for announcement), other found things stay for retrieval

Healing Circle Leader

- Designated facilitator
- Set up Circle with chair in a safe & quiet space
- A talking piece
- Create a peaceful ambiance
- At least 2-3 additional people familiar with healing circle and counselors

Mascots Manager

- List and obtain contact information for mascots
- Make contacts where possible schedule
- Brainstorm and research all potential mascots (School Mascots)
- Research and enter contact information on a spreadsheet
- Make contacts where possible and schedule mascots

High School Teams

- Work with Love Station to take ownership and manage artistic displays and activities
- For with Entertainment Team on music, signing and dancing
- Recruit volunteers for booth support and candy deliveries
- Recruit volunteers for booth staffing
- Recruit volunteers for set up and tear down

Beach Buck "Food" Team

- Set-up and Clean up
- Lay out food, beverage, and snacks for volunteers
- Due to possible illnesses we must serve food
- Keep area clean, sanitized and wear gloves
- Maintain any garbage and recycling appropriately
- Replenish candy at booths

Marketing Team

- Distribute posters, flyers and yard signs
- Post to social media: Facebook, twitter, instagram, etc.
- Draft press advisory
- Arrange in-kind media sponsors for commercials and ads
- Call media and radio station

Fundraising Team

- Use contact list for fundraising 3-4 months prior to event
- Follow-up with funder response from registration list
- Post fundraising material on social media
- Solicit fundraising efforts with your circle
- Maintain spreadsheet with goal, approved and actual contribution

Graphic Team

- Modify logo
- Design Social Media components
- Design sponsors "commercial"
- Ensure all sponsor logos are incorporated into the poster
- Design banners, yard signs, posters, leaflets and fliers

Public Safety Team

- Hold training meetings before event
- Establish information Booth and "ID Your Kid" booths
- Ensure adequate fire extinguishers on stages and in info booths
- Hold an all-hands safety briefing at 1:30pm before event officially begins
- Provide SPD photos of public safety/security team leaders
- Patrol the site throughout the event in groups of 2-3, but never alone
- Manage crowd and vehicle traffic

