

SVFF - Volunteer Roles - 2010

Please note that roles shown in grey have already been filled or will not be filled this year, as noted in Status.

Hours shown are estimates. Some advance roles will not meet the minimum requirement of 24 hours. Be prepared to fill the remaining hours with short shifts either during the festival or in the office in the week before the festival. Roles shown as "short shift" are intended to fill these hours and may not be chosen as a primary role.

ACCESS						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
2011	Access Coordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt role, reporting to the Executive Director. Responsible for managing access aspects of the festival, such as the daytime access needs of volunteers, performers, contributors and the public.
Filled	Access Assistant Coordinator	yes	yes	yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Coordinates all on-site access needs for volunteers and contributors, and for public (wristbands, food passes, lanyards, name badges), under direction of Access Coordinator. Responsible for tracking crew hours.
Filled	Access Crew Chief	yes	yes	yes	75	Coordinates, trains and supervises festival access staff. Responsible for tracking crew hours.
	Access Crew	no	yes	no	12	Manages public wristbanding and access at main, camp and hospitality gates.
	Camp Check-In Crew Chief	no	yes	no	15	Leads crew for public check in for camping during the festival. Responsible for tracking crew hours. Works Friday and Saturday of festival weekend.
	Camp Check-In Crew	no	yes	no	12	Assists with checking in public at camping gate. Works Friday and Saturday of festival weekend.
Filled	Cozy Up Crew - Public Campground	no	yes	no	15	Patrols the public campground encouraging campers to take up the minimum amount of space they need, so more tents fit in the camp area. Also provides information to public regarding facilities and services available in the festival and local area. Must be available from 11:00 Friday of festival.
ADMIN						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
	Admin Assistant Coordinator	yes	yes	no	100	Works closely with Executive Director to provide communications coverage before the festival and on the festival site. Poise, diplomacy and excellent communication skills are necessities.

	Programme Editor	yes	no	no	20	Collects information from yellow shirts, aids in layout and proofreading items from contributors. Reporting to Executive Director, attention to detail and flexibility to work to deadlines is needed.
Filled	Graphic Designer	yes	no	no	20	Works closely with the Executive Director on all aspects of design and layout of promotional material for the festival in off-set press ready files. These include the annual poster, flyer, tickets, print ads, business cards, and promotional materials. Experience with Quark and/or Photoshop an asset.
Filled	Grant Management	yes	no	yes	50	This is a year round role to help prepare grant applications for SVFF. Excellent writing skills required.
	Media Support Crew Chief	yes	no	no	100	Works closely with the Executive Director on all aspects of planning, developing and designing marketing and promotional material for the festival. This includes overseeing the writing and distribution of all media releases and invitations, and promotional messaging. Annually reviews media contact list to ensure accuracy.
Filled	Website Crew Chief	yes	no	yes	50	Works closely with Artistic Director and Executive Director to ensure that existing website is current, informative, meaningful & effective as a tool for generating interest and action.
Filled	Systems Crew Chief	yes	no	yes	100	Work closely with Coordinators to develop and maintain a database for all contact information and registration requirements. Requires significant availability before, and minimal time after festival. Highly technical position. Must be familiar with database protocols and programming skills. Responsible for tracking crew hours.
	Systems Assistant Crew Chief	yes	no	yes	24	Shadows and assists Systems Crew Chief as required.
	Systems Crew	yes	no	no	20	Work closely with Systems Crew Chief to develop and maintain the database.
	Database Manager	yes	no	no		Works with Executive Director to maintain the contact lists and database platforms that need updating and management on a regular basis. Computer and office skills an asset.
Filled	Newsletter Editor	yes	no	yes	100	This is a year round role, working with Executive Director to provide a timely overview of news and developments within the organization, along with appropriate material to interest recipients. Assists to build edition content and identify needs for added support, collaborating with providers (eg. OC, Board, AD, ED etc.). Helps compose, format and proof content, and finalize the publication. Excellent writing skills and high knowledge and interest in the Festival are necessary.

ARTISTIC DIRECTOR						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Artistic Director	yes	yes	yes	300	Year round Board appointed role, reporting to the Board. Responsible for coordinating the development, distribution, collection and tracking of all performer packages (contracts, info sheet, Tech rider, hospitality needs). Organizes and oversees performer payroll.
BUSINESS						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Business Co-ordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt role, reporting to the Executive Director. Represents Business area on Organizing Committee. Works closely with Executive Director to co-ordinate grant applications, budgets, office management, contracts, insurance, licenses, agreements and finances. Co-ordinates merchandise acquisition and merchandise and ticket sales. Oversees cash management and Info Booth on festival weekend. Requires interpersonal and organizational skills.
	Business Assistant Co-ordinator	yes	yes	yes	125	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely to assist Business Coordinator. Requires significant availability before and during festival and minimal time after festival. Responsible for tracking crew hours. Good "people" skills necessary. Word processing and organization skills are an asset.
2011	Office Manager	yes	yes	yes	100	Manages office functions: trains and schedules volunteer office staff; helps sign up new volunteers; interacts with public; manages in-person and telephone ticket sales. Responsible for tracking crew hours. Requires organizational skills.
2011	Summer Office Moving Crew	yes	no	yes	6	Short shift role. Sets up and takes down the summer office. This requires work in May/June and late August or early September. Requires ability to lift and move heavy materials.
	Office Staff	yes	no	no	32	Works in office. Provides information to public; processes in-person and telephone ticket sales; helps sign up new volunteers; provides other organizational support as needed. Requires interpersonal skills. Computer skills are an asset.

Filled	Ticket Distribution Crew Chief	yes	no	yes	100	Manages ticket sales and distribution. Co-ordinates with office staff, finance staff and Executive Director under direction of Business Co-ordinator. Responsible for tracking crew hours. Requires familiarity with Excel spreadsheets and ability to accurately record details.
Filled	Ticket Distribution Assistant Crew Chief	yes	no	no	20	Assists Ticket Distribution Crew Chief to manage ticket sales. Requires familiarity with Excel spreadsheets and ability to accurately record details.
Filled	Merchandise Crew Chief	yes	yes	yes	40	Organizes festival SVFF merchandise sales. Works with Performer Services Co-ordinator, to arrange performer CD check in and sales. Supervises festival merchandise sales crew. Responsible for scheduling and tracking crew hours. Requires organizational and interpersonal skills. Sales experience is an asset.
Filled	Merchandise Assistant Crew Chief	no	yes	no	20	Assists Merchandise Crew Chief on festival weekend. Requires organizational and interpersonal skills. Sales experience is an asset.
Filled	Box Office Crew Chief	yes	yes	no	20	Manages ticket sales at festival box office. Relieves sales crew for meals. Resolves ticket related concerns. Monitors sales for capacity. Responsible for scheduling and tracking crew hours. Requires organizational, interpersonal and problem solving skills.
Filled	Sales Crew	no	yes	no	12	Works in festival box office selling and tracking ticket sales or in merchandise tent selling CDs and SVFF merchandise. Requires the ability to keep accurate records, cash handling and strong interpersonal skills. Sales experience is an asset.
Filled	Cash Management Assistant Co-ordinator	yes	yes	yes	100	Works with Business Coordinator to monitor cash management before and during the festival. Reconciles cash records for submission to Board Treasurer. Requires the ability to accurately record information.
Filled	Cash Management Crew Chief	yes	yes	yes	40	Manages revenue during festival weekend. Requires some advance and post-festival work. Responsible for training, scheduling and tracking crew hours. Requires the ability to accurately record information.
Filled	Cash Management Crew	no	yes	no	12	Works with Cash Management Crew Chief during festival weekend. Requires the ability to accurately record information.
Filled	Information & Lost Parents Crew Chief	yes	yes	no	20	Manages Information & Lost Parents booth. Responsible for training, scheduling and tracking crew hours. Requires organizational and interpersonal skills. Police reference check required - contact Volunteer Coordinator for details.

Filled	Information & Lost Parents Crew	no	yes	no	12	Assists the public, providing information about the festival and SVFF in general. Registers parents and children. Sells raffle tickets. Requires interpersonal skills. Experience with children is an asset. Police reference check required - contact Volunteer Coordinator for details.
	FUNDRAISING					
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
	Fundraising Coordinator	yes	yes	yes	800	Year round Board appointed Yellow Shirt role, reporting to the Executive Director. Working with the chair of the Board's fundraising committee and the Executive Director, this role is responsible for overseeing and organizing the street-level fundraising campaign. Supports the fundraising team. Coordinates mailings for individual and business donor requests, seeks new sponsors and, with crew chiefs, manages data files and financial records for donations, communicates with the web master regarding posting sponsors to the website. Good organizational skills and computer skills in Word and Excel needed.
	Fundraising Assistant Coordinator	yes	no	yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. This position requires strong communication and organizational skills. Responsible for tracking crew hours. Strong computer skills are an asset.
Filled	Fundraising Data Manager	yes	no	yes	100	Manages data entries and maintenance of spreadsheets for tracking donors and donations. Requires skill with data management programs and strong organizational skills.
	General Fundraising Crew Chief	yes	no	yes	50	Communicates with the general fundraising volunteers to ensure that the timelines are supported. Collects bi-weekly call-out reports from the crew members and assists with any incomplete calls for each cycle. Responsible for tracking crew hours. Requires strong organizational and communication skills. Computer skills are an asset.
Filled	General Fundraising Crew	yes	no	no	50	Contacts assigned past and potential donors by phone to request cash donations. This role does not require cold calling. Report to the General Fundraising Crew Chief. Requires good communication skills. Skill with Word an asset.

	In-Kind Donors Crew	yes	no	no	50	This is the role for you if you know Northumberland County and what rocks to look under to find in-kind donors for everything from soup to nuts. You are good with people, don't mind contacting prospective donors by phone and in person, and have a good grasp of what the festival adds to our community.
2011	Fundraising Events Crew Chief	yes	no	yes	50	A year-round role to assist in coordination of fundraising events and initiatives for SVFF.
Filled	Fundraising Events Crew	yes	no	yes	20	A year-round role to assist the Fundraising Events Crew Chief in coordination of fundraising events and initiatives for SVFF
	Raffle Crew Chief	yes	yes	yes	30	Organizes raffle license and reporting, works with Village Coordinator for raffle prize acquisition, advance and on-site sales of raffle tickets, advance and on-site display of prizes, draw, prize distribution. Coordinates with Cash Management Crew Chief and sales crews.
HOSPITALITY						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Hospitality Coordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt role, reporting to the Executive Director and representing Hospitality on the Organizing Committee. You are an energetic, organized, and optimistic person who loves good food, bedlam and fun. Responsible for the health and safety of a large crew, and nourishing of volunteers, performers and participants throughout the festival. Food Handling course and cooking experience are assets.
Filled	Hospitality Assistant Coordinator	yes	yes	yes	250	This role is a potential stepping stone to and learning process about the Coordinator's role. You are a multi-tasking foodie, with the ability to problem solve and create delicious food out of thin air, who loves to work in a crowded environment with lots of action and activity. Responsible for tracking crew hours. This job requires many hours prior to the festival of meetings, phoning and organizing. Food Handling course and cooking experience are assets.

Filled	Sourcing & Set-up Crew Chief	yes	yes	no	50	Seasonal Role - May to September. You are available to source food prior to the festival, obtaining in-kind donations as well as talking to local food producers. The week prior to the festival, you drive through the county picking up food and other kitchen essentials and direct volunteers in both kitchen organization and meal prep. Responsible for tracking crew hours. Food handling course and cooking experience are assets. Valid driver's license required.
	Kitchen Set-up & Prep Crew	yes	no	no	24	You are available the week before the festival, helping to change a field into a kitchen. Once we have the counters in place, we gather foods from all around the county to slice and dice, prepping food for the upcoming festival. Food handling course and cooking experience are assets.
Filled	Advance Meals Crew	yes	no	no	20	You prepare meals for crews on site during the week before the festival. You would provide the location and work with Hospitality Coordinator to source materials. Food handling course and cooking experience are assets.
Filled	Breakfast Crew Chief	no	yes	no	24	You are a morning person, providing leadership to your small and hearty crew. Responsible for contacting and setting up your crew, delegating tasks, making breakfast, and tracking crew hours. Must be available Friday, Saturday, and Sunday morning during the festival. Food handling course and cooking experience are assets.
Filled	Breakfast Crew	no	yes	no	12	You are an early riser and part of the breakfast crew. Starting at 6 am to prepare coffee and breakfast, then clean up, you are usually finished early. Must be available all three mornings: Friday, Saturday, and Sunday morning during the festival. Food handling course and cooking experience are assets.
Filled	Lunch Crew Chief	no	yes	no	24	You give leadership to the lunch crew; preparing the mid-day meal. You can think on your feet, directing a large crew of volunteers, and problem solving as you go. Responsible for contacting and setting up your crew, delegating tasks, making lunch, and tracking crew hours. Must be available both Saturday and Sunday of the festival. Food handling course and cooking experience are assets.
	Lunch Crew	no	yes	no	12	The lunch crew is responsible for getting lunch on the table and cleaning up afterwards. You will be slicing and dicing, serving hungry volunteers, cleaning tables and doing dishes. Must be available both Saturday and Sunday of the festival and two hours for tear down Sunday afternoon. Food handling course and cooking experience are assets.

Filled	Supper Crew Chief	no	yes	no	24	You provide leadership to your crew, keeping them busy and happy. Responsible for contacting and setting up your crew, delegating tasks, making supper, and tracking crew hours. Must be available both Friday and Saturday of the festival. Food handling course and cooking experience are assets.
	Supper Crew	no	yes	no	12	Supper is the closing meal of the day; serving a sustaining community meal for all those tired folks. If you love to sing, chop, laugh, cook and clean, this is the place for you. Must be available both Friday and Saturday of the festival, afternoon into the evening and two hours for tear down Sunday afternoon. Food handling course and cooking experience are assets.
	Dish Crew	no	yes	no	12	You are part of a crew working under the lunch and supper crew chiefs. Your shifts are wet, fast, and furious. Three hours average shift times. Must be available for three days from Friday at 1:00 p.m., including Saturday, and Sunday of the festival.
Filled	Back Stage Hospitality Host	no	yes	no	12	You take care of performers at the barn during the evening performances, sustaining them with food and beverages. You are responsible for keeping the backstage area tidy and cleaning up the kitchen area used. You are available Friday and Saturday evening of the festival as well as two hours of tear down Sunday afternoon.
	PERFORMER SERVICES					
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Performer Services Coordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt role reporting to the Executive Director. Responsible for coordinating the development, distribution, collection and tracking of all performer packages (contracts, info sheet, Tech rider, hospitality needs). Organize and oversee performer payroll. Coordinates CD inventory with Music Market (Merch Tent) Crew Chief. Requires organized person with computer skills, a fax, regular phone and email correspondence, attendance at monthly OC planning meetings and area specific meetings.

Filled	Performer Services Assistant Coordinator	yes	yes	yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Assists Performer Services Coordinator in advance and during the festival (March to Oct) to arrange artist food, accommodation, and transportation needs, schedule crews, solicit In-Kind donations, and manage logistics. Computer skills and good communications skills are assets.
2011	Performer Services Crew Chief	yes	yes	yes	50	Reports to Performer Services Coordinator. Organizes and oversees backstage area, performer hospitality, lock-up. Schedules Back Stage Lockup Crew and Performer Chauffeurs. Responsible for tracking crew hours.
Filled	Side Stage Sound Board Operator	yes	yes	no	15	Reports to the Performer Services Coordinator and/or hired sound company. Responsible for set up and strike of sidestage sound systems and operation of side stage sound board during Saturday and Sunday workshop concerts. Must be qualified to use stage sound systems (*Practical experience or SVFF endorsed training).
Filled	Main Stage - Stage Manager	no	yes	no	15	Assists set up and strike of stage equipment. Liaises with hired sound company. Oversees backstage area and manages mainstage Friday, Saturday and Sunday. Patient, clear communicator with extensive sound system/stage experience. Reports to the hired sound company and Performer Services Coordinator.
Filled	Main Stage - Tech Assistant	no	yes	no	15	Assists set up and strike of stage equipment. Patient, clear communicator with extensive sound system/stage experience. Reports to the Stage Manager and hired sound company.
Filled	Back Stage Lock-up	no	yes	no	15	Oversees secure Instrument Lock-up in backstage area. Lifts and handles instruments. Reports to Performer Services Crew Chief.
Filled	Performers' Chauffeur	yes	yes	yes	20	Picks up and drops off performers at the airport, bus or train. Picks up and drops off at hotel in morning and at evening/night. Must have valid G driver's license. Chauffeur will have consumed no alcohol on day of service. Reports to Performer Services Crew Chief.
	PROMOTIONS					
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role

	Promotions Coordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt Role, reporting to the Executive Director. Represents Promotions needs on Organizing Committee. Works closely with the Business Coordinator when necessary. Coordinates many elements of communications, promotions, and seasonal events on behalf of the Festival as directed and is aided by the ED. Poise, diplomacy and strong communications skills are needed.
	Promotions Assistant Coordinator	yes	yes	no	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely with Promotions Coordinator to help coordinate communications and promotions efforts. Poise, diplomacy and strong communications skills are needed.
Filled	Living Archive Crew Chief	yes	yes	yes	50	Oversees recording of festival material, helps monitor safe long term storage and records of archived materials along with the Archives Board Director and Executive Director. Sets up Archive tent, receives materials from public and volunteers. Responsible for tracking crew hours.
Filled	Festival Photographer	yes	yes	yes	50	Works under the Living Archive Crew Chief, in consultation with the Artistic Director, Archives Board Director and Executive Director to record and edit festival images to be used in various ways, such as posters, publications, web site and festival related presentations. Requires knowledge and skill in digital photography.
Filled	Festival Videographer	yes	yes	yes	50	Works closely with the Artistic Director, Archives Board Director and Executive Director to record and edit festival images to be used in various ways, such as posters, publications, web site and festival related presentations. Requires knowledge and skill with video recording equipment.
Filled	Living Archive Crew	yes	yes	yes	20	Adds photos to database, tagging and saving; greets the public; creates public displays; works on notebooks and gofer tasks as needed. Computer comfort a must and ability to engage with strangers a definite plus. Must be able to take direction well and switch tasks as needed.
	Postering Crew Chief	yes	no	no	50	Work closely with the Executive Director and Promotions Coordinator to get early bird and festival posters located in key communities in Northumberland county and beyond, as early as possible. Responsible for tracking crew hours.
Filled	Postering Assistant Crew Chief	yes	no	no	24	Assists Postering Crew Chief to coordinate postering campaign. Posts early bird and festival posters in Cobourg. Record locations posterred. Vehicle an asset.
Filled	Postering Crew - Port Hope	yes	no	no	15	Posts early bird and festival posters in Port Hope. Record locations posterred. Vehicle an asset.

Filled	Postering Crew - Northumberland County	yes	no	no	20	Posts early bird and festival posters in Northumberland County, except Cobourg & Port Hope. Record locations postered. Vehicle required.
Filled	Postering Crew - Peterborough	yes	no	no	15	Posts early bird and festival posters in Peterborough. Record locations postered. Vehicle an asset.
	Postering Crew - Kingston & Quinte	yes	no	no	15	Posts early bird and festival posters in Kingston and Quinte area. Record locations postered. Vehicle an asset
Filled	Postering Crew - Ottawa	yes	no	no	15	Posts early bird and festival posters in Ottawa and area. Record locations postered. Vehicle an asset.
Filled	Postering Crew - Guelph	yes	no	no	15	Posts early bird and festival posters in Guelph. Record locations postered. Vehicle an asset.
2011	Events Crew Chief	yes	no	yes	50	Works closely with Executive Director and Promotions Coordinator to help plan and execute public events, including Canada Day Parades, Songwriters Showcase, and other promotional activities. Responsible for tracking crew hours. Event Planning experience would be an asset.
Filled	Events Crew	yes	no	yes	20	Work with the Events Crew Chief on executing public event plans.
	PUBLIC FOOD					
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Public Food Coordinator	yes	yes	yes	150	Year round Board appointed Yellow Shirt role reporting to the Executive Director. Represents Public Food on the Organizing Committee. Finds and arranges delivery of all equipment, coordinates load in and out, liaises with vendors once contract in place. Coordinates with Site Coordinator for power and lighting needs, communications, and eco team issues.
Filled	Public Food Assistant Coordinator	yes	yes	yes	50	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely with the Public Food Coordinator in all aspects of running the Public Food area.
Filled	Provisions Crew Chief	yes	yes	yes	50	Supervises Apple Crisp Crew to prepare apple crisp. Sources and obtains food supplies for Community booth at festival. Monitors and maintains food supplies during festival. Responsible for tracking crew hours.
	Apple Crisp Crew	yes	no	no	24	Mixes topping; washes, peels, and slice apples; assembles and bakes apple crisp. Transport.

Filled	Public Food Crew Chief	yes	yes	no	20	Work closely with the Public Food Coordinator. Schedules Water Crew and SVFF Booth Crew, and relieves for meals. Trains rotating staff in Community Booth. Welcomes vendors as they arrive and is available to trouble shoot for them if Coordinator or Assistant is not available. Responsible for
	Water Crew	no	yes	no	12	Monitors the Water Tank, fills water containers for all festival attendees. Must be diligent regarding water hygiene requirements.
	Prep and Serve Crew	no	yes	yes	12	Prepares food and beverages at SVFF Booth, serves public. Helps to clean up and return items at end of festival.
	SITE					
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Site Coordinator	yes	yes	yes	1000	Year round Board appointed Yellow Shirt Role reporting to Executive Director. Represents Site on the Organizing Committee. Coordinates all aspects of site preparation and maintenance, including buildings, grounds, electrical, water supply, safety, security, parking and traffic control, weed control, etc. Ongoing communications with all Site areas.
	Site Assistant Coordinator	yes	yes	yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Works closely with the Site Coordinator before and during the festival to prepare the site for the festival, and monitor the site during the festival. Physical ability and construction knowledge required. Attends pre-festival site meetings. Responsible for tracking crew hours.
	Advance Site Crew	yes	no	no	24	Up to 3 months before festival, works closely with the Assistant Coordinator to construct all permanent and semi-permanent site facilities. Assists with grounds preparation in advance of the festival. Construction knowledge an asset. Weekend availability and a vehicle would also be assets. Physical ability required.
	Weed Control Crew	yes	no	no	24	Works with the Assistant Coordinator to identify problem areas on site, develop a plan to keep weeds down, and implement that plan a minimum of three times from late May to mid-August. Requires understanding of the type and use of weed killers.

Filled	Electrical Crew Chief	yes	yes	no	50	Up to 3 months prior to and during festival, works closely with Site Coordinator to plan and lay out all electrical requirements for lighting and sound in music, food, and artisan areas. Attends pre-festival meetings. Responsible for tracking crew hours. MUST be certified electrician.
	Electrical Crew	yes	yes	no	24	Up to 3 months prior to and during festival, assists Electrical Crew Chief in laying out electrical wires and completing all electrical needs. MUST be certified electrician.
Filled	Electrical Assistant	yes	yes	no	24	Assists Electrical crew with non-electrical tasks involved in electrical upgrade.
	Set-up & Tear Down Crew Chief	yes	no	yes	50	Responsible for setting up and tearing down all temporary aspects of the site, including tents, fencing, etc. Ensures all assets are inventoried. Attends pre-festival meetings. Responsible for tracking crew hours. This task will take up to a week after the festival closes.
	Set-up & Tear Down Assistant Crew Chief	yes	no	yes	24	Leads one of 4 crews to set up and tear down the temporary aspects of the festival during the month prior to and the weeks following the festival. Responsible for tracking crew hours. Physically demanding role. Access to a vehicle is an asset. Expect to split hours between pre- and post-festival, as arranged with Crew Chief.
	Set-up & Tear Down Crew	yes	no	yes	24	Assists Assistant Crew Chief to set up and tear down site and inventory the assets. Physically demanding role. Access to a vehicle is an asset. Expect to split hours between pre- and post-festival, as arranged with Crew Chief.
	Set-up & Tear Down Short Shift	no	no	yes	2	Short shift as needed to complete volunteer hours, during week of festival or on Monday following festival to assist Set up & Tear Down Crew.
	Inventory Recording Crew	yes	no	yes	24	Logs festival inventory. This job will require moving around the festival site several times a day and working with the set up and tear down crews and helping them as necessary.
Filled	Signs Crew Chief	yes	yes	yes	50	Up to 2 months prior to the festival and during festival, works closely with Site and Fundraising Coordinators to plan and produce miscellaneous on-site and off-site signs. Attends pre-
Filled	Sign Painter	yes	no	no	24	Up to 2 months prior to Festival, takes direction from the Signs Crew Chief to paint various Festival signs.
Filled	Sign Placer	yes	no	yes	24	Starts Monday before festival to after festival, puts up and takes down roadway signs and on-site signs. Assists with collection and storage of signs after festival. Reports to Signs Crew Chief.

	Sign Painter Short Shift	yes	no	no	2	Short shift as needed to complete volunteer hours, Thursday
	Advance Floater	yes	no	no	24	During week prior to festival (Monday to Thursday), assists Parking Crew Chief to set up parking lot; assists Performer Services Assistant Coordinator to clean and decorate the backstage area; monitors and empties compost, recycling and non-recyclable waste in Hospitality as needed.
Filled	Security Crew Chief	yes	yes	no	100	Responsible for developing a security plan and for round-the-clock security of the site during the Festival including gate control, wrist band checks, night patrol. Supervises up to 30 volunteers. Attends pre-festival meetings. Responsible for tracking crew hours.
	Security Assistant Crew Chief	no	yes	no	16	Assists Security Crew Chief as requested. Must be over 18.
	Day Security Crew	no	yes	no	12	Takes direction from the Security Crew Chief or Assistants to ensure a safe and secure site for all attendees throughout the weekend. Requires appropriate clothing and footwear for all weather and ground conditions.
	Night Security Crew	no	yes	no	16	Takes direction from the Security Crew Chief or Assistants to ensure a safe and secure site for all attendees throughout the weekend. Requires appropriate clothing and footwear for all weather and ground conditions. Mature volunteers needed for patrol throughout the night. Must be over 18.
Filled	Parking/Traffic Crew Chief	yes	yes	no	100	Responsible for developing a traffic control plan, and traffic control directing attendees on site. Supervises up to 40 volunteers. Attends pre-festival meetings. Responsible for tracking crew hours.
	Parking Assistant Crew Chief	yes	yes	no	20	Assists Parking & Traffic Crew Chief to prepare parking areas week of the festival and as requested during the festival. Must be at least 16 years of age.
	Parking/Traffic Crew	no	yes	no	12	Takes direction from the Parking/Traffic Crew Chief or Assistants to ensure safe traffic control and orderly on-site parking.
	Parking Crew Short Shifts	no	yes	no	4	Short shifts as needed to complete volunteer hours, takes direction from the Parking/Traffic Crew Chief or Assistants to ensure safe traffic control and orderly on-site parking.
	Eco Crew Chief	yes	yes	yes	50	Responsible for composting, recycling and non-recyclable waste management stations. Works with Site Coordinator to plan locations of stations and sets up stations before gate opens. Schedules Eco Team. Attends pre festival meetings. Responsible for tracking crew hours.

	Eco Assistant Crew Chief	yes	yes	no	20	Assists Eco Team Crew Chief to prepare composting, recycling and non-recyclable waste management stations prior to opening of the festival and as requested during the festival.
	Eco Team	no	yes	no	12	Monitors and ensures compliance at composting, recycling and non-recyclable waste stations. Empties receptacles for on-site disposal.
VILLAGE						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Village Coordinator	yes	yes	yes	500	Year round Board appointed Yellow Shirt Role reporting to Executive Director. Represents the Artists', Family and Children's', Sustainable Living and Wellness Villages on the Organizing Committee. Organizes a call for submissions; contacts potential contributors; oversees the selection process of contributors. Meets with village crew chiefs to oversee all aspects of village operations. Requires significant availability before, during and after festival.
Filled	Village Assistant Coordinator	yes	yes	no	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Assists Village Coordinator with all aspects of the Artists', Family and Children's', Sustainable Living and Wellness Villages activities. Meets with Village Coordinator and Crew Chiefs monthly.
Filled	Artists' Crew Chief	yes	yes	yes	100	Works closely with Village Coordinator on all tasks related to Artists' Village. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as an interest and resourcefulness in the arts field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.
Filled	Artists' Ass't Crew Chief	yes	yes	yes	24	Works closely with Artists' Village Crew Chief. Assists with set up and hosting of all area activities. Requires minimal availability pre festival and significant availability during the festival.
Filled	Artists' Host	no	yes	no	12	Works with Artists' Village Crew Chief to meet, greet and direct contributors as they come on to the village site. Acts as host to the artist contributors during village hours for general assistance and relief. All hours completed during the festival.

	Artists' Workshop Host	yes	yes	no	24	Works closely with the Village Coordinator and Artists' Village Crew Chief to develop, plan and facilitate workshop activities. Requires minimal availability pre-festival and significant availability during the festival.
	Family & Children's Crew Chief	yes	yes	yes	60	Works closely with the Village Coordinator to develop an exciting, safe and welcoming area for children and families. Contacts potential contributors and meets with volunteers to arrange police checks and training regarding festival activities, policies and philosophy. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival. Police reference check required- contact Volunteer Coordinator for details.
	Family & Childrens' Ass't Crew Chief	yes	yes	no	50	Works with Family & Children's Village Crew Chief to gather supplies, plan and present the workshops and activities. Police reference check required- contact Volunteer Coordinator for details.
	Family and Children's Crew	no	yes	no	15	Assists the Family & Children's Village Crew Chief to facilitate activities and ensure child safety during the festival. Assists children of various age levels with art projects, dispensing art supplies and assisting with clean up. Some pre festival training may be required; most hours are completed during the festival. Police reference check required- contact Volunteer Coordinator for details.
Filled	Sustainable Living Crew Chief	yes	yes	yes	100	Works closely with Village Coordinator. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as interest and resources within the Sustainable Living field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.
Filled	Sustainable Living Assistant Crew Chief	yes	yes	no	24	Works closely with Sustainable Living Village Crew Chief. Assists with set up and hosting of all area activities. Requires minimal availability pre festival and significant availability during the festival.
Filled	Sustainable Living Resource Tent Host	no	yes	no	12	Assists Sustainable Living Crew Chief and Assistant to host the Resource Tent, maintaining and becoming familiar with materials to offer to the public. All hours completed during the festival.

Filled	Wellness Crew Chief	yes	yes	yes	100	Works closely with Village Coordinator. Requires good communication and organizational skills and an understanding of the philosophy of the festival as well as interest and resources within the Wellness field and community. Responsible for tracking crew hours. Requires significant availability before and during festival, and minimal time after festival.
Filled	Wellness Assistant Crew Chief	yes	yes	no	24	Works closely with Wellness Crew Chief. Assists with set up and hosting of all area activities. Requires minimal availability pre festival and significant availability during the festival.
Filled	Wellness Resource Tent Host	no	yes	no	12	Assist Wellness Crew Chief and Assistant to host the Resource Tent, maintaining and becoming familiar with materials to offer to the public. All hours completed during the festival.
VOLUNTEERS						
Status	Role	Pre-Festival Role	During Festival Role	Post-Festival Role	Hours Req'd	Detailed Description of Role
Filled	Volunteer Coordinator	yes	yes	yes	1000	Year round Board appointed Yellow Shirt role reporting to the Executive Director. Represents all volunteers on the Organizing Committee. Recruits, assigns and coordinates volunteers. Maintains volunteer database. Provides training and support to Committee members, crew chiefs and volunteers. Plans and facilitates volunteer events prior to and after the festival.
	Assistant Volunteer Coordinator	yes	yes	yes	100	This role is a potential stepping stone to and learning process about the Coordinator's role. Requires significant availability before and during festival, and minimal time after festival. Responsible for tracking crew hours. Good "people" skills necessary. Word processing and organization skills are assets. Police reference check required- contact Volunteer Coordinator for details.
Filled	Check-In Crew Chief	yes	yes	no	50	Coordinates check-in crews to meet, greet and direct volunteers, vendors, artists, artisans, and media as they arrive at the festival site. Responsible for tracking crew hours. Requires some availability prior to and significant time during the festival. Good organizing, 'people' skills necessary.

Filled	Advance Volunteer Check-In	yes	no	no	24	Pre-festival role, must be available Sunday to Thursday. Checks in volunteers arriving to work during week prior to festival. Patrols the volunteer campground encouraging campers to take up the minimum amount of space they need, so more tents fit in the camp area. Ensures no motor vehicles are left in the camping area and all wheeled vehicles are parked with wheels turned east/west.
Filled	Check-In Prep	yes	no	no	24	Assists Check-In Crew Chief to inventory t-shirts, sort & fill check-in envelopes with ethics sheets, wristbands, meal tags, etc.

Filled	Check_in Crew	no	yes	no	12	Staffs the Check In tent to meet, greet and direct media, musicians, vendors, villagers and volunteers as they come on to the festival site. Distributes registration materials to arrivals. Coordinates shifts with the Check In Crew Chief. Need some crew available on Thursday from noon.
Filled	Floater Crew	no	yes	no	16	Assists musicians to load and unload equipment. Courier for all areas of the festival as needed. Patrols volunteer camping area on Friday to ensure minimum space is used by campers and that wheeled vehicles are correctly parked. May fill in shifts for <u>any</u> other festival role, so you must be familiar with all areas of the festival. Valid driver's licence required. Previous Shelter Valley Folk Festival volunteers recommended. Good "people" skills and an ability to be flexible will be necessary. Police reference check required- contact Volunteer Coordinator for details.
	BOARD & COMMITTEE MEMBERS					
	Board and Committee Members	Yes	No	Yes	0	A member of the Board of Directors of the SVFF or a Standing Committee member, who has not volunteered for another festival role. ONLY AVAILABLE TO CURRENT MEMBERS OF THE BOARD OF DIRECTORS OR STANDING COMMITTEE MEMBERS OF SVFF.