

TOWN OF ADDISON VOLUNTEER DESCRIPTION

VOLUNTEER TITLE: Special Event Volunteer

DEPARTMENT: Special Events

PREFERRED AGE: 16 with supervision, otherwise 18 years old

LOCATION OF THE VOLUNTEER WORK:

Various Special Events throughout the year including, but not limited to Oktoberfest, World Fest, Jazz Fest, Taste Addison and Kaboom Town

VOLUNTEER DUTIES: Duties will differ with each event. Some work will be indoors and some outdoors. We need greeters, turnstile ticket takers, children's program workers, recycling team, office help prior to events, phone workers, information booth attendants, passing out programs, etc.

MINIMUM QUALIFICATIONS

Education – Applicable education needed to perform duties

Experience – Applicable experience as needed to perform duties

Time Commitment – Will vary however, volunteers usually commit to 3-4 hours at a time

PHYSICAL REQUIREMENTS

There could be some physical demands depending on the position

WORK ENVIRONMENT

For the most part, will need to be able to work outdoors at the special events

TRAINING

Training is usually conducted on the job at the event location.

All volunteers will need to complete a registration form, liability release form, a confidentiality agreement form and a background check form. All volunteers must successfully pass an application and background clearance process.

