



Fiesta Especial 2012

Volunteer Registration

GENERAL PUBLIC POSITION DESCRIPTIONS:

VOLUNTEER HOSPITALITY: Monitor and fill-in for volunteers needing to take a break at their station and do water rounds for Fiesta Especial recruited volunteers.

VENDOR CHECK-IN: Check vendors in as having arrived and help them identify where they should set-up

VENDOR ESCORTS (TO BOOTH SPACE) : Assist Vendors with getting their materials to their designated locations

GREETERS: Welcome event guests as they arrive and take their general admission tickets for entry.

TABLE BUSSERS: Clean off tables and keep the grounds tidy in the tented seating area.

BOOTH OPERATORS: Collect tickets at the rides or assist organizations in manning and running their food/game/activity/craft booths.

ENTERTAINMENT: Assist performers in setting up the stage and getting situated between acts.

PARKING LOT MONITORS: Walk the grounds of the designated parking area to ensure public safety (*must be 21 years of age or older*).

PARADE ESCORTS (TO FLOAT/STARTING SPACE): Will assist organizations in locating their position in the parade line-up and pointing walkers/runners to their staging area prior to the start of the Promenade & Parade.

PARADE CHECK-IN: Will assist promenade and parade participants in checking in, receiving their line-up numbers or general admission wristbands (promenade registrants only) and in directing Event Day registrants to the appropriate location.

SPECIAL OPTION POSITION DESCRIPTIONS (ADDITIONAL TRAINING MAY BE REQUIRED):

TRASH PICK-UP/GROUNDS MAINTENANCE: Keep the trash cans emptied and the grounds picked-up. *Please bring your own garden/work gloves for this position.*

VOLUNTEER ORIENTATION: Train volunteers as they arrive for their assigned duties. Orient them to their designated locations and answer questions. *(Additional training required for this position.)*

SOCIAL MEDIA ADVOCATE: Spend your shift posting images and reflections of the event on Facebook, Twitter and Flickr.

FOOD HANDLER MONITOR: Take the Food Handler course and spend your shift monitoring the Food Vendors for compliance and filling in at booths where trained food handlers may be needed.

FIESTA DIGNITARY & MEDIA HOSTESS: Greet and escort Fiesta Dignitaries and Media persons around the event.

COMMITTEE/STAFF OPTION POSITION DESCRIPTIONS:

TICKET SALES: Assist in the sale of General Admission or Food/Game/Ride/Activity tickets.

WILL CALL: Assist guests who purchased their tickets in advance who need to pick them up. This will include some of our Charitable Celebration participants as well as Living Social and Deal of the Day customers.

TICKET ROUND-UP: Every hour, you'll go around picking up the received tickets from each vendor, logging the # of tickets received and

BANK DEPOSIT: Once an hour you will pull the cash from ticket sellers and make a deposit in the designated location.

VENDOR CHECK-OUT: At the end of the evening, every vendor must check out of the grounds and turn in all tickets that were not previously pick-up by Ticket Round-Up.

CREDIT CARD PROCESSING: Take credit card payments for ticket purchases with your personal iPhone, Android phone or iPad. ***Required attendance on Thursday before the event for system set-up on your device.***