

2015 PADDLEFUN FEST - VOLUNTEER TASKS LIST

Volunteer Coordinator / Volunteer Centre: Assist with organizing volunteers into key roles; assist with Volunteer schedules. Must have problem solving, communication and organizational skills.

Registration: Assist with registration for Clinics and Races; The Flotilla; "Ready, Set Wear It" Official Photograph; distribution of registration materials. Must be comfortable with computer registration. Will need to have excellent problem solving, communication and organizational skills.

Information Booth: Welcome paddlers and spectators, answer visitor questions. This position will also assist with gathering of statistics for Festival assessment/reports. Will need very good communication and organizational skills.

Welcome, Prize Giving & Closing Ceremonies: Assist organizer as needed. Assist local dignitaries, assist with ceremonies. Will need excellent communication skills and can work well with people and under pressure.

Set-up on Saturday morning and Take-down Sunday evening, on Land and on the Beach
Will need to be physically fit, have lots of energy and be willing to work as part of a team.

Dock Crew: Assist instructors with clinics and demos on the beach; help launch and pull in boats. Must be comfortable around boats and water; able to swim; physically able to handle boats.

Site Maintenance: Keeping the entire site in good condition throughout the festival including: Recycling/Garbage collection; Tidying and Stocking of Washrooms; General top-up of supplies where needed
Will need to be physically fit, have lots of energy and be willing to work as part of a team.

Snack/Refreshments Booth: To manage the booth with snack foods and drinks. Will need to ensure the food items are stocked and maintained throughout the day. Will need good organizational skills and enjoy working with the public.

Security: Assist professional Commissionaire to provide security for the docks and various events, if needed. Must remain calm under pressure, be physically fit, assertive and have excellent communication skills. Must be 18 years or older.

Traffic Control: Control the barricades on Loat St. allowing temporary access to boat trailers and suppliers, to off-load and move to another area for parking. Ensure only authorized parking on Loat Street and designated spaces on Departure Bay Road. Must remain calm under pressure, be physically fit, assertive and have excellent communication skills. Must be 18 years or older.