



VOLUNTEER COORDINATOR

The Volunteer Coordinator (VC) will oversee all volunteer coordination and implementation before and during the festival. The VC will work closely with the Festival Director and Logistics Coordinator to ensure the festival has adequate volunteer staffing.

- Create recruitment forms and waivers in ClearEvent.
 - Log in credentials will be provided.
 - Utilize previous year's forms as necessary.
 - Be sure to edit dates, times, and locations as needed.
 - Determine inefficiencies with forms/processes and adjust accordingly.
- Work with Logistics Coordinator to build/rebuild existing volunteer timeframes and schedule in ClearEvent.
 - This may take some brainstorming, but past festival volunteer timeframes and schedules have been close to good efficiency.
 - Create shift overlap to ensure oncoming volunteers have enough time to acclimate and be ready for their shift.
- Promote recruitment of volunteers through social media, newsletters, TV spots, etc.
 - Utilize the Marketing Coordinator's expertise and work together to create social media posts and newsletter blurbs.
- Actively manage recruitment forms and waivers.
 - Weed out duplicates, add volunteers to the master volunteer schedule, and follow up with those who have questions or concerns.
 - Send out informational emails.
 - 1 month prior - "Thank you" and general information
 - 2 weeks prior - shift schedule reminder and general information
 - week of the festival - shift schedule reminder and must have information

- Finalize volunteer schedule.
 - Run through shift changes as scenarios to ensure smooth transitions between shifts.
 - Be sure to adjust for floating volunteers when needed.
 - Work with Beer Coordinator to ensure TIPS certified volunteers are available.
 - Communicate with volunteers that they do not need to be TIPS certified to pour from taps, but MUST be TIPS certified to ring up beer sales and hand beer to customers.
 - Offer resources to become TIPS certified as needed.
 - Coordinate volunteers for the week of the festival for early load-in, set up, and tear down.
 - This is in addition to the festival days/times.
 - “Many hands make light work” is true in every sense.
 - Be available the days of the festival by helping with the designated volunteer check in tent.
 - Be ready with any/all lists with schedules, names, shirt sizes, dietary needs, etc.