

2010 Volunteer Job Descriptions Sonoma County PRIDE Planning Committee

Flyer Distributors

Number of volunteers needed: As many as possible!

Job time frame: April-May

Flyers need to be posted at LGBTQQI-owned and LGBTQQI-friendly businesses, as well as on public kiosks and other locations where LGBTQQI people & their friends are likely to view them. Hand bills (quarter page flyers) should be placed in bars, coffee shops, and other locations where there is appropriate space for them.

Distributors are needed for each area in the County, including:

- Santa Rosa
- Rohnert Park
- Cloverdale
- Petaluma
- Guerneville
- Sebastopol
- Sonoma Valley
- Forestville
- Occidental
- Bodega Bay

Distributors are also needed for:

- Mendocino County
- San Francisco Marin County

Donation Gatherers for auction/raffles/fundraising events

Gatherers: As many as possible!!

Number of volunteers at each event: 2-4

Job time frame: As appropriate to event

Volunteers are responsible for contacting community members to gather items perfect for raffles. This includes making arrangements, picking up items, possible storage and delivering the items to the agreed-upon location. Help “work” the crowd at the events because you will know the items and where they are from, etc.

Set Up Crew/Wrap Up Crew

Number of volunteers needed: Up to 15 Job time frame: 7:30AM through closing at 6:30

Crew will be in charge of getting everything ready for our events. This includes marking vendor spots, locking/unlocking porta-potties, placing trash/recycle bins in appropriate places and assisting in the set-up of the stage, sound booth, beer garden, seating areas and/or shading systems. Wrap Up Crew does the reverse!

Vendor Greeting Crew

Number of volunteers needed: 2-4

Job time frame: 7:30AM June 6th

Assist the Vendor Committee in greeting vendors upon their arrival at the site and directing them to their booth spaces. You may need to help vendors unload and communicate information to booths throughout the shift.

Security (SEQUEERITY)

Number of volunteers needed: 6-30

Job time frame: 10:30AM – 4:30 PM

Shifts will run from 10:30 – 12:30, 12:30 – 2:30, 2:30 – 4:30 and 4:30-6:30.

SEQUEERITY volunteers have a very important job! Each shift will be two hours and consist of about 6-8 people. Our goal is to maintain peace in the park at ALL TIMES during each shift. SEQUEERITY folks handle potential conflicts in a peaceful and assertive manner. If “friendly persuasion” doesn’t work and the situation worsens, SQ’s will need to alert police. We will have a training and cheat-sheet for all that you need to know.

Beer Garden Monitors & Bartenders *Numbers needed: 15-20 Time frame: 10:45AM – 5:30PM*

We'll need three teams of four to run the alcohol booth – one/two people at the entrance to check IDs, wristbands and tickets, and two others roaming the area to interrupt underage drinking and/or respond to otherwise inappropriate behavior. All in this crew **age 21 or older**. Shifts will run from 11:00 – 1:00, 1:00-3:00, 3:00 – 5:00 and 5:00-5:30 plus clean up.

Raffle Ticket Peddlers

Number of volunteers needed: 6-8 needed for Comedy Night - 12 people for Celebration

Job time frame: Comedy Night, 6:30pm – 8 pm (+ intermission) & June 10th, 11am – 4pm

At Comedy Night 2-3 folks will sit at a table and relieve ticket purchasers of their money before the show and during intermission. 4-6 others will roam through the crowd and sell tickets to folks congregating in the lobby. All volunteers will need to purchase tickets to the show!

Day of EVENT June 6th: Individuals will have one-two hour shifts at the raffle ticket table located among the vendor tables. Volunteers will also pair up and take one or two-hour shift selling tickets to Celebration attendees. This means walking through the crowd and approaching people in a cheerful, low-pressure manner and inviting them to purchase tickets for the raffle.

Clean Up Crew

Number of volunteers needed: 15-25 Job time frame: 5:00 - 7:00pm – until we're finished!

While we encourage people to clean up after themselves, we will ensure that the site is returned to a pristine state prior to our departure. The Clean-Up Crew will spring into action just before the end of the event and work until finished. This will include picking up and dealing with trash, helping dismantle shading systems and the stage, stacking chairs, loading sound equipment and assisting vendors as they dismantle their booths.

Performers' Assistants/Roadies

Number of volunteers needed: 10

Job time frame: 10:45 – 5:00

These folks will assist performers as they unload and reload gear, costumes, etc., direct performer parking, host refreshments and be runners for what performers need to know. Some will assist the stage manager in schlepping equipment on and off stage. Shifts can be for two sets, and the first crew shift will begin at 11:00; each shift will require two volunteers.

Stage Manager

Number of volunteers needed: 1-2

Job time frame: 10:45 – 4:00

The stage manager must maintain the flow of the stage and assure that the equipment is placed properly for each performer. *Those with stage experience or professional musicians are invited for this position.*

Sound Crew

Number of volunteers needed: 4-6

Job time frame: 10:00 – 5:00

One person will be assigned to the sound engineer for 2 hour shifts to help test a mics, run to stage, etc. Only those with stage/band/sound experience are invited for these positions.

Bicycle Parking Attendants

Number of volunteers needed: TBD

Job time frame: 10AM – 5:00 PM

All volunteers will work under the direction of the Bicycle Coordinator. More information to come!

Car Parking/Traffic Helpers

Number of volunteers needed: 10-12 Job time frame: 10:00AM – 6:00 PM

Assist Vanessa, the Parking Czar in keeping vendors and crews happy and traffic flowing efficiently. Must be mellow and like people!!

Special Assignment Volunteers

In addition to the above volunteers, we also have the following special needs:

- People with trucks to pick up chairs/haul stuff the day of the event.
- Someone who can do calligraphy on the certificates for the Commitment Ceremony.

First Aid/Medical

Number of Volunteers: 8-12 Job Time Frame: 11:00AM-6:30PM

Nurses, doctors, EMTs, etc. We need to provide a first-aid station for band-aids, sun-screen, bee stings, blisters, etc. We may have more serious injuries, however will only treat what is appropriate. Please consider a shift!

Children's Area Activities Volunteers

Number of Volunteers: 15-25 Job Time Frame: 12:30 - 5:30

Face painters/Clowns/Puppet misters/Drawing/Children's Crafts... The Children's Area will keep the tykes happy and entertained throughout the whole day. Do you work with kids? We need you and your skills for two-hour shifts leading youth in positive activities.

- **Dunking Booth Boss and Dunkees:** Take donations from the crowd to throw the basethebaseballs and dunk the volunteers. Need good natured volunteers, both wet and dry!