



# Volunteer Description & Instructions

## *Artist Helper*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water. We will refill personal water bottles or can provide a cup. *This does NOT include Crystal Clear plastic water bottles!*
- Please return to Volunteer Check-In after you complete your shift to check-out and return the walkie-talkie.

### Instructions

- Artist Helpers will be responsible for assisting the Artists and helping with their booths.
- At Volunteer Check-in, you will receive a lanyard and walkie-talkie. Volunteer Check-In will radio the Artist Relations Intern or Artist Liaison to let them know you're here.
- You may also receive instructions via the walkie-talkie. Potential tasks include: walking around the Art Fair with water for artists (there will be a wagon with five-gallon jug and dispenser); giving artists a quick break (boothsitting); or walking the Art Fair to be available for Artists for assistance. Radio the Artist Relations Intern or Artist Liaison for any questions you may have.



# Volunteer Description & Instructions

## *Bike Buddy*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water. We will refill personal water bottles or can provide a cup. *This does NOT include Crystal Clear plastic water bottles!*
- Please return to Volunteer Check-In after you complete your shift. **Please do NOT leave the donation box unattended!**

### Instructions

- Responsible for staffing and monitoring the free and secure Bicycle Parking.
- **Only Bike Buddies are allowed in the fenced-in bicycle storage area. No attendees are allowed at any time.**
- Every bicycle parked in Bike Parking, **must have a 3 sectioned valet tag** completed (name, phone, & bike description).
  - Rubber band the top section to the bike
  - Give the middle section to the bike owner
  - Put the bottom section in the black box
- Keep bikes arranged in numerical order according to their tag numbers
- Only bike attachments (helmets and water bottles) are to be left with bikes. NO clothing, bags, or valuables!
- If a festival attendee needs an item that they left with the bike, then you must bring the whole bike to the bike owner.
- **Let people know that they must retrieve their bike no later than 10:00 pm (Fri-Sat) and 4:30 pm (Sun). For closing: Use the contact information on the valet tag to contact riders about retrieving their bike. If a bike owner does not retrieve their bike within 15 minutes, staff will assist with moving remaining bicycles to staff HQ.**



# Volunteer Description & Instructions

## *First Aid Attendant*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water. We will refill personal water bottles or can provide a cup. *This does NOT include Crystal Clear plastic water bottles!*
- Please return to Volunteer Check-In after you complete your shift.

### Instructions

- Volunteers at this station **MUST** have First-Aid Certification.
- Provide first aid to individuals that seek attention for minor injuries, including Band-Aids, sunscreen, water, etc.
- *For heat/water needs: please get cups and water from the water cooler in Festival HQ.*
- All first aid materials are provided for the volunteers in a First Aid bin found at the booth.
- An Emergency Kit should always be located on the First Aid table to be taken if an emergency occurs elsewhere on festival grounds.
- Any time you administer first aid, **please fill out a first aid report.**
- If an injury is beyond a simple fix, please contact the Director of Engagement at 319-359-8388
- **If an injury is severe and requires professional assistance, please call 911.** After calling 911, please text Director of Engagement at 319-359-8388





# Volunteer Description & Instructions

## *Main Stage Security*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water. We will refill personal water bottles or can provide a cup. *This does NOT include Crystal Clear plastic water bottles!*
- Please return to Volunteer Check-In after you complete your shift.

### Instructions

- Responsible for monitoring the Main Stage and keeping unauthorized individuals from entering the backstage area and away from the stage and sound equipment.
- Only allow authorized individuals with VIP Passes, Media, All Access, or Staff lanyards backstage.



# Volunteer Description & Instructions

## *Thirst Quencher*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water in a disposable, compostable cup. Volunteers can also have refills in a personal water bottle. *This does NOT include Crystal Clear plastic water bottles!*
- Please return to Volunteer Check-In after you complete your shift.

### Instructions

- Responsible for selling water/PowerAde and Summer of the Arts water bottles at the Hydration Station.
- **All attendants must wash their hands (with soap) at the hand washing station at the beginning of their shift and every 40 minutes after or if they touch their face/hair.**
- **Anyone with a Summer of the Arts reusable water bottle receives free water refills.**
- When refilling water bottles, do not touch the mouth portion. Hold the mouth of the bottle below the spout of the water cooler, **NOT** around it.
- We only accept cash and checks at the water booths.
- **If you need cash or product, please reference the provided binder and call Dispatch before you run out.** Some time may be necessary to bring additional items to the booth.
- Plastic cups of water may only be given to recognized Summer of the Arts volunteers & Art Fair Artists with name badges. You can also refill an artist's personal water bottle.



# Volunteer Description & Instructions

## *Volunteer Check-In Attendant*

### General Volunteer Information

- All volunteers are representatives of Summer of the Arts. Please maintain a friendly and positive attitude while interacting with the community.
- All volunteers are provided with free water. We will refill personal water bottles or can provide a cup. *This does NOT include Crystal Clear plastic water bottles!*

### Instructions

- Volunteer Check-In Attendants responsible for assisting staff with greeting and checking in volunteers and answering questions from the general public.
- **Summer of the Arts must have on-record (electronically or on paper) a completed volunteer application from anyone who volunteers prior to the start of their shift time.** Anyone who has not filled out an application may complete one at the Volunteer Check-In Booth. Please make sure that the paper application is placed in the Volunteer Check-In Binder.
- Give volunteers a volunteer T-shirt and direct them to a location to change, as they must wear them during their shift(s). Note: we hand out one volunteer shirt to each volunteer per season: if a repeat volunteer arrives without their shirt, they will be required to wear a volunteer vest to return at the end of their shift.
- Direct volunteers to the proper booth and let them know there is a binder with instructions for them to reference. Remind them to come back at the end of their shift to receive a goody bag.
- Please give volunteers the following reminders:
  - **Remain at their station until the next shift of volunteers arrives to relieve them.** If they need to leave and no one has come, call the number for Dispatch and someone will be sent over.
  - **Never leave cash boxes or donation boxes unattended.**