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# Job Descriptions

**For Volunteers and Fundraising Groups**  
**Valid April 1, 2017 – March 31, 2018**

### **Night Leader – One Volunteer**

**(AFOLS Coordinator will choose this position)**

- You will be provided a radio for the evening and have contact with the VMT.
- Is the volunteer in charge for the evening, and is the first responder in all Emergency situations.
- Turn on all lights and open all venues for the evening.
- Escort money positions to and from their locations. As well as provide change as needed throughout the evening.

### **Assistant Night Leader – One Volunteer**

**(Adult or Person of Responsibility as chosen by AFOLS)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- Provide assistance to the Night Leader throughout the evening.
- Assist with buses visiting the park, could include helping them navigate the parking area.
- Provide pathway maintenance as needed such as sanding, shovelling snow or other debris.
- Checking the washrooms for supplies and general cleanliness.
- Assisting where needed in all venues.

### **VMT (Volunteer Management Team) – One Volunteer**

**(AFOLS Volunteer Coordinator will choose this Position)**

- The VMT will be responsible for the base radio and distribution of hand held radios to appropriate positions.
- Is the second Emergency Responder, for all Emergency Situations.
- Responsible for the safety and well being of volunteers for the evening using reasonable procedures and policies.
- Coordinates the evening and is responsible for all job placements and movements as needed to meet the demands of the evening.
- Explains to volunteers the proper procedures and protocols for the handling of money. A separate instruction sheet is provided.
- Ensures all volunteers are signed in and out for the evening, and provides a copy of registered volunteers to The Night Leader.
- Ensures all volunteers have completed a Volunteer Application and obtains necessary signature from volunteers and/or parents/guardians of youth.
- Ensures volunteers have completed appropriate screening procedures before placement in various job locations.
- Should any concerns arise regarding volunteers/workers, it will be up to the VMT of the evening to take appropriate action in consultation with the Night Leader.

### **Assistant VMT – One Volunteer**

**(Adult or Person of Responsibility as chosen by AFOLS)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- Provide assistance to the VMT of the evening.
- Ensures each volunteer is provided with a safety vest, and that vests are signed out and in each evening.
- Assists with signing radios out and in each evening.
- Assists with stocking venues as needed.
- Takes the place of a volunteer requiring a break.

### **Concession Sales – Two Volunteers**

**(Adult + Adult and/or Person of Responsibility)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- This is a two-person location – If an emergency arises, you are required to radio the VMT immediately and wait for someone to relieve you.
- This is a money position, Volunteers here should be comfortable working with money and providing correct change as needed.
- Concession sellers require a Night Leader to walk you to or from this position.
- Beverage Prices are \$2/each for hot chocolate, coffee, apple cider, and bottled water.

### **Santa's Gift Shop/Kids Only Store – Two or Three Volunteers**

**(Adult + Adult and suitable for youth to assist with the Kid's Only Section)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- This is a two-person location – If an emergency arises, you are required to radio the VMT immediately and wait for someone to relieve you.
- This is a money position, Volunteers here should be comfortable working with money and providing correct change as needed.
- Giftshop Workers require a Night Leader to walk you to or from this position.
- Responsible for the selling of gift items.
- Kid's Only Section provides an area for children to shop for gifts without their parents or gurdians, but with the assistance of an AFOLS volunteer.

### **Train Station Sales – Two Volunteers**

**(Adult + Adult and/or Person of Responsibility)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- This is a two-person location – If an emergency arises, you are required to radio the VMT immediately and wait for someone to relieve you.
- This is a money position, Volunteers here should be comfortable working with money and providing correct change as needed.
- Ticket sellers require a Night Leader to walk you to or from this position.
- Responsible for the selling of tickets in advance to visitors wishing to ride one of the Miniature Trains.
- Ticket Prices are \$2/person with children 2 and under riding free with an adult ticket purchase.

### **Train Drivers – Three Volunteers**

**(Adult or Person of Responsibility as chosen by AFOLS)**

- Drive one of three miniature trains on a set path through the park.
- You will be shown proper procedures for operating the trains and should expect to have a good understanding on how to operate moving vehicles.
- In the event there are no Train Assistants available, you will need to assist people on and off the train, as well as ensure every person riding has purchased a ticket in advance.

### **Train Assistants – One or Two Volunteers**

**(Appropriate for Adult or Youth)**

- Help riders on and off the train in an organized manner.
- Ensure riders are seated appropriately, and collect tickets from all passengers with the exception of children 2 years old or under, they ride free provided they have an adult riding with them who has purchased a ticket.
- Once trains are loaded, you can either ride the back of the train if there's room or walk behind the train on the path.
- Ensure riders are staying seated and that no one is jumping on or off the train.
- Ensure pathways are clear of people and debris and needed.
- Mascots are not allowed to ride the train.

### **Donations/Mascots – Priority Position**

**(Appropriate for Adults, Families, and Youth)**

- Ambassadors to the AFOLS and are responsible for greeting visitors and offering assistance where needed.
- Donation attendants work in pairs, attendants will stand at the Donation Houses ringing bells and encouraging visitors to make a donation to the Festival.
- Mascots also work in pairs, with one person wearing a costume, the other acting as a guide wearing an AFOL Volunteer vest. Mascots who walk the park may not collect donations.

### **Floater – One or Two Volunteers**

**(Appropriate for Adult or Youth)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- Offer breaks to volunteers as needed.
- Bring hot chocolate or water to volunteers throughout the evening.
- Provide pathway maintenance as needed such as sanding, shovelling snow, or other debris.
- Greet bus groups as they arrive and hand out copies of The Festival Guide to visitors.
- Garbage clean up including replacing full garbage bags and hauling full ones to the dumpster located in the lower parking lot.
- Checking supplies in bathrooms and filling as needed.

### **Small Fire Pits – Dependent on Number of Volunteers**

**(Adult – Suitable for Families)**

- You will be provided a radio for the evening and have contact with the VMT.
- An adult must always be present when running the fire pits.
- You will be provided with all the equipment necessary to safely start and control the fires.
- Volunteers should understand the procedures for operating a fire extinguisher.
- Responsible for starting, and safe operation of the fire pits for the evening.
- Restock woodbins as needed, using a barrel and wheeler.
- Volunteers are asked to stop putting wood on the fires at 8:30pm, and begin extinguishing them by 8:45pm.

## **Additional Volunteer Positions, Once All Previous Positions Have Sufficient Coverage**

### **Parking Gate Attendant – Depends on Traffic Flow**

**(Adult Only)**

- You will be provided a radio for the evening and have contact with the VMT and Night Leader.
- Greet vehicles as they enter the park. Assist with directing traffic to appropriate Parking stalls if needed.
- Advise immediately when Bus Groups arrive. Assist buses to the designated Bus Parking area, and act as a guide if needed.
- Keep roadways clear of pedestrians.

### **Golf Cart Assistance - Dependent on Number of Volunteers**

**(Adult or Person of Responsibility as chosen by AFOLS)**

- You will be provided a radio for the evening and have contact with the VMT.
- Offer assistance to visitors with mobility concerns.
- Volunteers should understand the procedures for operating a golf cart safely on the paths of the park.

### **Tent Assistant – On Nights When Needed**

**(Appropriate for Adults, Families, and Youth)**

- Provide assistance to Events taking place in the tent, which could include crafts, crowd control etc.

### **Santa's Helper – On Nights When Needed**

**(Appropriate for Adult or Youth)**

- Offer line assistance to families waiting to visit Santa
- Provide crowd control on the pathways should Santa choose to walk around.