

## 2022 Buddy Walk Volunteer Duties

### Food Truck Assistant (1:30pm to 2:30pm)

#### **2 volunteers needed**

Job duties include assisting food trucks to their assigned location.

### Vendor Coordinator (1:30pm to 3:30pm)

#### **2 to 3 volunteers needed**

Job duties include directing vendors and sponsors to their assigned locations and assisting with set up.

### Stage Manager (2 slots: 1:30pm to 2pm and 4:00pm to 4:30pm)

#### **1 volunteer for each time slot**

Job duties include ensuring ceremony speakers are at the stage in time for the start of opening or closing ceremonies.

### Basket Raffle (1:00pm to 5:00pm)

#### **8 volunteers needed \***

Job duties include selling tickets, answering questions about the raffle, drawing raffle winners.

### Character Assistants (2:00pm to 5:00pm)

#### **2 to 3 volunteers needed**

Job duties include directing characters to dressing rooms, directing them to assigned locations, offering water, and providing any necessary assistance through the event.

### Children's Activities (2:00pm to 5:00pm)

#### **8+ volunteers needed**

Job duties include running and assisting children with an assortment of activities/games.

### Media Relations (2:00pm to 5:00pm)

#### **1 volunteer needed**

Job duties include acting as a point person for media in attendance, finding the predetermined interviewees and providing a press kit.

### Event Clean Up (4:30pm to 6:00pm)

#### **10+ volunteer needed**

Job duties include mostly physical labor: packing up stations, loading supplies in vehicles, cleaning up trash, folding tables/chairs, taking down tents, etc.

\*Volunteers for these positions must be 18 or older.

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### Pre-Event Help (Thursday 10/6 12pm to 5pm)

#### **2 to 4 volunteers needed**

Job duties include printing, cutting and sorting event day flyers and important materials, sorting and labeling team t-shirts, preparing boxes for loading and other packing duties.

### Pre-Event Packing (Friday 10/7 5pm to 7pm)

#### **3 to 4 volunteers needed**

Job duties include physically moving boxes and supplies from the EPDSC office and loading into vehicles.

### Volunteer Check-In (2 hour time slots at 9:30am, 11:30am, 1:30pm)

#### **2 volunteers needed for each time slot**

Job duties include checking in volunteers and directing them to their assigned locations.

### Event Set-Up & Decorations (9:00am to 12:00pm)

#### **12+ volunteers needed**

Job duties include mostly physical labor: unloading supplies/water, setting up tents, tables, chairs, putting up balloons, banners, decorations, etc.

### Parking Assistant (11:30am to 1:30pm)

#### **4 volunteers needed**

Job duties include directing cars when they come into the parking lot and assisting with overflow

### Greeters (11:30am to 1:30pm)

#### **4+ volunteers needed**

Job duties include welcoming attendees, handing out programs, and answering questions or providing directions to main event day stations (registration, t-shirts, bathrooms, etc).

### Registration/Check-In (11:30am to 1:30pm)

#### **8 volunteers needed \***

Job duties include checking in participants, registering new walkers, collecting and collecting any day of donations.

### T-shirt Table (11:30am to 1:30pm)

#### **4 to 6 volunteers needed**

Job duties include handing out t-shirts to registered participants.

\*Volunteers for these positions must be 18 or older.