

VOLUNTEER OPPORTUNITIES

The Trails West! ® Festival requires many volunteers on many different scales. Subcommittee volunteers work with Steering Committee chairs throughout the year and meet several times to plan and execute various parts of the festival and typically require several hundred hours of service annually. Volunteers run areas of the festival for short shifts usually several hours in length. **To volunteer, please e-mail volunteer@stjoearts.org with your name, address, phone number and area of interest.**

General Requirements

- Volunteer shifts typically last a couple of hours
 - Committee service requires a larger time commitment both during the festival and through the year
 - Work takes place outside in a variety of temperatures and working conditions.
 - Good listening and communication skills
 - Ability to work in a variety of environments individually or in small groups
- **NOTE: All festival committee members and volunteers 12 years and older are asked to purchase their own button. However, volunteers receive a one-day entrance wristband at check-in.**

ARTYOPOLIS

Select, organize and prepare art activities for children

Committee (0 openings)

- Committee Chairs develop art activities, recruit non-profits to participate through the creation of pay to play games, and volunteer recruitment
- During festival, each committee member serves one to two shifts to supervise check in and assignment of volunteers, provide refreshments, answer questions and oversee supply replenishment
- Participate in post-festival evaluation meeting

Volunteers (250 Openings annually)

- Serve in two-hour shifts
- Help children in assemble art projects
- Refill craft supplies
- Individuals, families, church groups, sororities/fraternities, sports teams, hobby clubs, employee/business sponsors, etc., are welcome to volunteer

VOLUNTEERS

Volunteer Committee (0 openings)

- Ability to work with committee members to recruit and coordinate approximately 200 volunteers
- Attend planning meetings
- Coordinate and collect volunteer roster from all committees and organizations working the festival
- Collect and maintain hold harmless signatures from all volunteers
- Serve on-site for at least 16 hours over the four-day weekend to provide support and substitutes for shift volunteers
- Participate in post-festival evaluation meeting

Roving Volunteers (200 Openings available annually)

- Serve in two-hour shifts supporting the festival in a variety of activities
- Conduct festival surveys
- Party on the Green volunteers
- Individuals that enjoy meeting people will enjoy this job
- Individuals, families, church groups, sororities/fraternities, sports teams, hobby clubs, employee/business, sponsors, etc., are welcome to volunteer

ART/CRAFT/DEMONSTRATION

Support Chairs of the Art/Craft Demonstration Area

Committee (2 current members/ 0 openings)

- Estimated time commitment of 12-16 hours over festival weekend
- Good interpersonal and customer-service skills
- Ability to work individually and as a team
- Ability to lift up to 50 pounds
- Perform on-site administrative duties
- Hand out check-in packets upon artists' arrival
- Answer questions and meet needs beyond hospitality
- Provide basic hospitality and logistical and technical support to demonstrators throughout the Show
- Provide hospitality to demonstrators throughout festival weekend, from load-in to load-out
- Participate in post-festival evaluation meeting

Volunteers (120 openings)

- Work one or more two-hour shifts to provide at-booth beverages and restroom breaks to the exhibiting artists
- Must have an average overall physical condition to work outside, able to do light lifting and carrying.
- Volunteers are welcome to work as couples, as a family or as a corporate team within any given two-hour shift
- Individuals that enjoy organizing behind the scenes or who are comfortable meeting and helping out-of-town guests will enjoy this job

MERCHANDISE

Committee (2 current members)

- Work with staff to select and order t-shirt styles and other merchandise

Volunteers (20 openings)

- Set up merchandise booth on Friday
- Stock and oversee tables of merchandise
- Assist customers and check out customer purchases
- Retail knowledge and cashier experience is helpful

BABY STATION

Provide a quiet place for parents to change baby's diaper or to nurse.

Committee (0 current members / 4 openings)

- Secure use of baby changing table, rocking chairs, fans etc. to create a comfy, cozy place to take care of the littles
- Set up station on Friday and remove on Monday
- Recruit volunteers to operate the station
- Replenish supplies as needed
- Church groups, sororities/fraternities, service groups, etc., are welcome to volunteer

OFFICE

Provide administrative support to office staff prior to festival (August)

Committee (1current member / 4 openings)

- Assist with mailings; folding, labeling, stuffing and sealing
- Update website
- Prepare onsite materials (fold brochures and schedules, highlight maps, etc.)
- Make phone calls to confirm deliveries and RSVP's
- Assemble festival packets

SPONSOR COORDINATOR

Provide assistance to sponsors setting up booth spaces.

Coordinator (2 openings)

- Work with sponsors to determine booth needs
- Work with staff and committee chairs to determine sponsor booth placement

Volunteers (10 openings)

- Help sponsor set up booth spaces
- Help sponsor load in and load out as needed
- Check on sponsors throughout the weekend

TECH TEAM

Skilled and unskilled labor to set-up and tear-down festival

Site Chair and Site Enhancement (2 current member/ 0 opening) Team Leader (3 to 5 openings)

- Skilled labor with above average knowledge of building and mechanical systems

Crew Member (30 openings annually)

- Work in a team or individually as directed by the Site Chair or Team Leader on a variety of set-up and tear-down operations. Basic knowledge and use of hammers, wrenches, pliers, and screwdrivers is expected
- Must be able to handle heavy lifting
- Bring work gloves if you have them, wear good shoes

Support Crew (multiple openings exist)

- Assist crews with jobs and projects as needed. This might include lifting but does not require experience with tools or equipment
- Assist in setting up and tearing down booths, banners, barricades, poles displays, deliver and collect tables and chairs, assist as needed with signs, set up pop-up tents and drop electrical cords
- Must be physically fit, able to work in extreme heat, be able to work early and late hours, and lift over 50 lbs.
- Individuals, church groups, sororities/fraternities, sports teams, hobby clubs, employee/business sponsors, etc., are welcome to volunteer

SECURITY

Provide traffic and crowd management, gate assistance, and facility security

Volunteers (30 openings)

- Watch for vandalism and improper behavior
- Assist gate workers to ensure gate flow is smooth
- Secure front of stage during concerts
- Secure front of City Hall
- Requires a mature, calm and responsible individual
- Many assignments require extensive walking
- Prior security experience highly recommended but not required

Be a Trails West!® 2017 Volunteer!

Please request the areas you would like to help volunteer in below, and we will be in contact with you.

SITE

- Help set up the festival Thursday afternoon
- Help decorate festival grounds Wednesday PM and Thursday AM
- Help with removal and storage of decorations Sunday PM and Monday AM
- Monday Eclipse

GENERAL

- Other duties as assigned!
- Survey taker
- Security Gate sitter
- Deliver posters, brochures prior to the festival
- Help keep food area clean
- Assist in children's art area
- Assist with trash pick-up throughout the festival
- Security/Crowd Control
- Party on the Green volunteers

ORGANIZATIONAL VOLUNTEER OPPORTUNITIES

- Baby Station
- Environmental Patrol

Thanks for wanting to be a part of this celebration of St. Joseph's unique cultural heritage!

Please complete the below before mailing/emailing in form:

Name: _____ Cell Phone: _____

Street Address: _____ Other Phone: _____

City, State Zip _____

Individual or Group/organization representative

Email address: _____

Previous volunteer Experience:

