

Harvest Fair Volunteer Job Descriptions 2010



| Job | Description |
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| Children's Garden Assistants/Craftier | Have fun leading children in crafts and garden activities. Help us set up or breakdown before and after the event. |
| Clean Up | Work with a crew to take down the tents, tables, and chairs at the end of the Fair. Must be physically able to lift heavy tables and other equipment. Work until the job is done - then go to the Volunteer Party in the Greenhouse! |
| Community Village Support (non profits) | Provide support to the Community Village Lead. Help with load in and out where needed. During the day help communicate with the nonprofit organizations as directed by the Lead to see if they need anything and thank them for participating. |
| Compost Sales | Sell Cedar Grove Compost to Fair attendees and help them load into their vehicles. |
| Donation Box Greeter | Welcome people, hand out programs, ask for donations, thank people for coming as they leave. Very important volunteer job! You are welcome to bring a friend if you like. |
| Electrical Lead | Help set up extension cords for vendors and assess capacity so we do not overload circuits. Must have experience. |
| Event Breakdown Crew | Work with a team to take down tables, chairs, banners, trash + recycling stations, signage, and carefully store everything for the next event. The ability to carry heavy tables required. |
| Farmers Support | Provide support to the Farmer Lead. Help with load in and out where required. During the Fair help communicate with the farmers as directed by the Lead to see if they need anything and thank them for participating. |
| Garbage & Recycling Crew | Set up garbage, compost & recycling cans with signage and place them around the grounds at central locations (near food booths) before the Fair begins. |
| General Help | Be available to run errands and do almost any jobs required, filling in where there are gaps during the event. |
| Herb Crown Assistants | Help kids & adults create fresh herb and flower crowns for the parade and extra Harvest Fair flair. |

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| Music Transportation | Support the music at the event by picking up the equipment and helping set it up in the morning. At the end of the day, help pack it up and drive it back. A large van or covered truck and ability to lift heavy objects is required. Stage hand experience is helpful. |
| Neighbor Outreach | Distribute fliers to houses in the vicinity of Meridian Park where the event is held to let them know about the upcoming event to warn them about traffic and parking concerns, thank them for their cooperation and to invite them to join us. |

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| Poster/Flyer Distribution Crew | Distribute posters and fliers around the city. Libraries, PCCs and other food stores, coffee shops, stores that might display community event posters in their front window or on a bulletin board or display wall, community centers, plant nurseries, your work place etc. are good places to go. Please be courteous and professional. Introduce yourself as a volunteer for Seattle Tilth and ask if they'd be willing to display the poster and show it to them. Tell them it's about a free community event and you think their clientele might be interested. Please specify an area or neighborhood and be thorough within that area. |
| "No Parking" Sign Placer or Breakdown C | Place or collect about 50 "No Parking" signs from Sunnyside Ave N., N 46th St, Bagley and Corliss Ave N., returning them to the Good Shepherd Center. Most people prefer to use a truck or large car. You will need to be physically able to lift + carry ~25 lbs. |
| Perimeter Signage Crew | Post the northern western street borders of the Good Shepherd Center (50th and Meridian) w/ yard signs promoting the Harvest Fair. Should be done by Monday 9/6. Ideally volunteer will collect the signs the previous Friday and put them up over the weekend. |
| Photographer | Capture the magic of the Harvest Fair and share it with Seattle Tilth for possible use on our website and for promotional materials. Photos of special interest: close ups of people enjoying the Fair and interacting with farmers, vendors, activities etc. People and produce, people and animals, and groups of people. |
| Poster/Flyer Distribution Crew | Help put up posters around Seattle during the month of August and early September. Please pick a specific area or neighborhood and try to be thorough in that area including libraries, stores (especially PCCs, health food stores and stores selling local, sustainable or organic goods), community centers, plant nurseries etc. Please pick up posters at our Wallingford office or email lizaburke@seattletilth.org . |
| Pre Event Support and Errand Runners | Help out in the office, making signs, running errands and other duties as required. A car or truck would be useful for errand running. |

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| Program Coordination Support | Provide support to the Program Coordinator Lead. Help with the coordination of educational presentations and workshops, moving equipment, communicating with the presenter, setting up chairs, making announcements to the audience etc. |
| Raffle Ticket Sellers | Sell raffle tickets roving around the par and help raise funds to support Seattle Tilth and the Harvest Fair. A great activity to do with a friend and festive attire encouraged! |
| Seattle Tilth Booth | Assist Seattle Tilth staff with set up and take down of the booth, and help the public during the day by answering questions about Seattle Tilth programs and sales items. Familiarity with Seattle Tilth programs required and retail experience helpful. |
| Security | Check ID and be the security at the tent serving local, organic alcohol. Must be 21+. |
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| Set Up & Break Down | Work with a crew to set up the tents, tables, and chairs according to the map before the Fair begins. Must be physically able to lift heavy tables and other equipment. |
| Signage Crew | Hang banners and signs in an orderly way, ensuring high visibility. |
| Site Prep/Field Markers | Work with Seattle Tilth staff the day before the Fair to make out the field spray painting booth locations to make for an easy set-up the the next day. |
| Traffic Directors & Load In & Out | Guide traffic - help guide farmer and vendor trucks into the Fair site and to the right location according to the map. |
| Urban Farm Helpers | Work with the Seattle Farm Co-op to set up the urban farm exhibit and help staff the booth, showing children and adults the animals and talking about urban farming. Knowledge of urban farming is required. |
| Veggie Check | Like a coat check, but for fruits & veggies that people buy at the Fair. |
| Vendor Support | Provide support to the Vendor Lead. Help with load in and out where required. During the Fair, communicate with the vendors as directed by the Lead to see if they need anything and thank them for participating. |
| Videographer | Capture the magic of the Harvest Fair and share it with Seattle Tilth for possible use on our website and other promotions. We would appreciate footage with narrative, interviews etc. If you are also able to edit it to make a 1-5 minute video, that would be wonderful - or we will pursue that later. |
| Volunteer Booth | Greet, check-in and check-out volunteers, direct them to the appropriate shift lead and location. Make coffee, stock the snack table and invite volunteers to have snacks. First shift will help set up and last shift will help break down the booth at the end of the day. |
| Volunteer Party Animals | Help set up the Volunteer Party in greenhouse, perhaps arranging to pick-up food, drink or supplies, and help clean up afterwards. |