

# Special Events Volunteer Job Description

## Role of Special Events Volunteer

Special Events Volunteers assist where needed on special event days (including, but not limited to Baby Farm Animal Celebration, Old Vermont Fourth, Tractor Day, and Harvest Weekend.) This position is highly flexible, and volunteers may be asked to assist guests in wayfinding, arts and crafts, wagon loading, or other duties as fit the Volunteer's interests and abilities.

## Duties and Responsibilities

- Assist guests and staff on special event days in a variety of positions.
- Ensure the safety and enjoyment of guests on special event days.
- Provide flexible coverage in positions and for breaks.

## Qualifications

- Customer service skills.
- Willingness and interest in working with the public.
- Ability to work well with others, accept supervision, and remain flexible.
- At least 14 years of age. People under 18 must provide parental consent.

## Training

- Attend volunteer staff orientation and training sessions.

## Expected Commitment

- Volunteer opportunities available year-round.
- Work at Special Events once or twice a month, as needed (flexible depending on Volunteer's schedule).

## Supervision

- Position reports to Interpretation & Education Coordinator.
- Additional supervision by paid staff, who create schedule and list of duties.