



# Village of Villa Park

## Summerfest Volunteer Positions and Rules

### **Volunteer Registration Booth**

In this key position, along with members of the commission, you will interface with all the festival volunteers as well as the artists, sponsors, and VIP. You will also assist in signing volunteers in and out, giving out name tags, helping with VIPs, selling wrist bands and pitching in where needed.

### **Booth sitters/vendor relations**

Volunteers will walk through the festival area and will give vendors/artists/other volunteers breaks when needed.

### **Amusement Area**

Volunteers will be needed to run the midway games as well as assist with some of the larger activities like the climbing wall and the obstacle course.

### **Runners**

As a runner, you will be stationed at the Registration Booth. In this position, you might be sitting one minute and on the run the next.

### **Training**

Prior to the festival, you will receive an email confirming your position and times that you will be needed. The email will give you the information you need to volunteer, as well as where to direct any questions you may have and what is expected of every volunteer. The email will be sent the week before the festival

### **Attendance**

We count on your presence and prompt arrival at your assigned shift. We ask that you plan to arrive at the Registration Booth 15 minutes before your shift begins. If your schedule must change, we ask that you contact us immediately.

### **Departing**

We also ask that you check out at the end of your shift at the Registration Booth so we know that you have completed your shift. If you are doing a back-to-back shift at the same position, stay where you are and then check-out at the Registration Booth when you are completely finished for the day/evening.

### **Summerfest Etiquette**

You will receive a name tag when you check in for your shift. Please wear it at all times that you are acting as a volunteer of Summerfest. We ask that you refrain from smoking while you are acting as a volunteer. We request that you refrain from drinking alcohol while on your shift.

### **Volunteer Benefits**

Each volunteer will receive two wrist bands to use on attractions or activities at Summerfest for every two hour shift of service. You will also receive a Summerfest T-shirt.