



TRADITIONS WEEKS EVENING EVENTS FESTIVAL

VOLUNTEER JOB DESCRIPTIONS

TRADITIONS WEEKS	SHIFTS	RESPONSIBILITIES	REQUIREMENTS
CARTS	<ul style="list-style-type: none"> Morning, Afternoon, Evening 	<ul style="list-style-type: none"> Operate the carts, and run errands on campus Assist with transporting staff and performers Assist with moving equipment 	<ul style="list-style-type: none"> Ability to operate golf cart Ability to work outside in the heat
GROUNDS	<ul style="list-style-type: none"> Friday daytime & Saturday at end of Festival 	<ul style="list-style-type: none"> Set up tents at the Farm Museum on Friday Break down tents Sunday evening 	<ul style="list-style-type: none"> Ability to work outside in the heat Ability to lift heavy items
HOSPITALITY	<ul style="list-style-type: none"> Morning, Afternoon Monday-Friday 	<ul style="list-style-type: none"> Provide general information Check instruments in and out Make runs to the copy center for instructors Act as a message center Receive transportation needs updates which are passed on to the Transportation Coordinator 	<ul style="list-style-type: none"> Adult volunteers should have an intimate knowledge of Common Ground. Teen volunteers may be asked to assist carrying instruments or materials for instructors or students, or may be asked to do a grounds check for litter
REGISTRATION	<ul style="list-style-type: none"> Sunday afternoon, Monday morning Dates: Sunday & Monday each Traditions Week. 	<ul style="list-style-type: none"> Register and check in CGOTH students and staff Ensure registrants sign necessary legal paperwork 	<ul style="list-style-type: none"> Comfortable handling money and/or credit card sales Comfortable dealing with a high volume of students & instructors
STORE	<ul style="list-style-type: none"> Morning, Afternoon Monday-Friday 	<ul style="list-style-type: none"> Assist store manager with stocking inventory Assist with sales 	<ul style="list-style-type: none"> Write up sales tickets as per store procedures Comfortable with figures and responsible with cash and credit card sales Adult volunteers only

TRANSPORTATION	<ul style="list-style-type: none"> Schedule varies; weekends are busiest 	<ul style="list-style-type: none"> Provide transportation for CGOTH staff, instructors, and performers to and from BWI or Penn Station 	<ul style="list-style-type: none"> Must be reliable, punctual, flexible, and a good driver with trustworthy vehicle and room for luggage Keep track of mileage if Common Ground is reimbursing for gas. Make at least two runs to earn a one-period Traditions weeklong class or one run to earn admission to the Festival. Adult volunteers only
VISUAL ARTS	<ul style="list-style-type: none"> Morning, Afternoon, Evening 	<ul style="list-style-type: none"> Monitor the art gallery during specified hours Assist in gallery set-up and break-down May assist instructors during class time May create brochures or other materials 	<ul style="list-style-type: none"> Assist with distribution of AV equipment Assist with set up & breakdown of evening Rice Gallery shows Prepare classrooms for instruction Prepare and set signage Contact cgothvolunteers@yahoo.com for more information
WORLD VILLAGE	<ul style="list-style-type: none"> Morning, Afternoon Monday-Friday 	<ul style="list-style-type: none"> Work with children in daily activities 	<ul style="list-style-type: none"> Must be at least 18 years old Be able to work both inside and outside
EVENING EVENTS	SHIFTS	RESPONSIBILITIES	REQUIREMENTS
CONCERTS & KEY NOTE SPEAKERS	<ul style="list-style-type: none"> 7:30-8:15 pm Monday-Friday 	<ul style="list-style-type: none"> Ticket sales Monitor door Check guest list for those with complimentary admission 	<ul style="list-style-type: none"> Comfortable handling cash and/or credit card sales Adult volunteers only
CGOTH FESTIVAL	SHIFTS	RESPONSIBILITIES	REQUIREMENTS
			*All positions may involve working in the heat
BEER GARDEN	<ul style="list-style-type: none"> Morning, Afternoon, Evening 	<ul style="list-style-type: none"> Beer and wine sales Verify customer identification for age Assist with set-up & break down Maintain serving area 	<ul style="list-style-type: none"> Comfortable handling cash and/or credit card sales Must be at least 21 years old

CARTS	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Operate carts & run errands on Festival grounds • Assist with transporting staff & performers • Assist with moving equipment • May assist vendors and the Green Team move materials 	<ul style="list-style-type: none"> • Ability to operate golf cart
CHILDREN'S AREA	<ul style="list-style-type: none"> • Morning, Afternoon 	<ul style="list-style-type: none"> • Assist children with crafts • Assist with set-up & break down 	<ul style="list-style-type: none"> • Enjoy working with children • Willing to communicate with parents that they maintain responsibility for their children
GREEN TEAM	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Monitor trash bins on Festival grounds • Pick up any trash/recyclables not in bins • Tie off and remove full trash bags, place beside bins for pick-up, replace with new bags • May also help with recycling efforts 	<ul style="list-style-type: none"> • There is down time with this job and volunteers may be asked to act as runners for various needs.
GROUNDS	<ul style="list-style-type: none"> • Friday daytime & Saturday at end of Festival 	<ul style="list-style-type: none"> • Set up tents at the Farm Museum on Friday • Break down tents Sunday evening 	<ul style="list-style-type: none"> • Ability to lift heavy items
HOSPITALITY	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Assist with instrument check • Assist with food service • Assist with set up, maintenance, & break down of the area 	<ul style="list-style-type: none"> • Food and drink is reserved for contracted CGOTH staff, performers, and Crew Chiefs. • Water and cups are available at the Information Booth for Festival volunteers.
INFORMATION BOOTH	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • The Information Booth is the communication center for the Festival. • Answer questions from staff, performers, and Festival goers • Take messages and contact Crew Chiefs • Set up & break down booth • Accept lost and found items • Maintain water supply • Stock and maintain informational brochures and catalogs 	<ul style="list-style-type: none"> • Need to have an intimate knowledge of Common Ground
STAGE	<ul style="list-style-type: none"> • Morning, Afternoon, 	<ul style="list-style-type: none"> • Set up & break down stage before, between, & at 	<ul style="list-style-type: none"> • Experience with stage crew and/or sound

	Evening	<p>end of performances</p> <ul style="list-style-type: none"> • Assist with set up of sound equipment • Make sure performers have what they need onstage before the performance • Prepare performers well in advance to go on stage. 	<ul style="list-style-type: none"> • Stage Coordinator will select volunteers and provide training as necessary • Adult volunteers only
STORE	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Set up & break down Store (may require early and late shifts) • Restock merchandise • Assist with sales 	<ul style="list-style-type: none"> • Comfortable handling money and credit card sales • May involve heavy lifting
TICKET BOOTH	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Ticket sales & will call • Check guest list for those with complimentary admission • Check in Festival volunteers • Open & close front gate for authorized vehicles according to the predetermined times 	<ul style="list-style-type: none"> • Comfortable handling cash & credit card sales • Ability to respond to public as the “first face” of the Festival • Ability to assist with opening & closing gate • Adults only
VISUAL ARTS	<ul style="list-style-type: none"> • Morning, Afternoon, Evening 	<ul style="list-style-type: none"> • Floater volunteer to help on an as-needed basis to provide breaks to vendors and to assist with the booth. • The floater will NOT make sales for the vendor 	<ul style="list-style-type: none"> • Comfortable interacting with visitors • May assist Visual Arts Coordinator with various tasks