# Traditions Weeks Evening Events Festival

## Volunteer Job Descriptions

<table>
<thead>
<tr>
<th>Traditions Weeks</th>
<th>Shifts</th>
<th>Responsibilities</th>
<th>Requirements</th>
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</table>
| **Carts**        | Morning, Afternoon, Evening | • Operate the carts, and run errands on campus  
• Assist with transporting staff and performers  
• Assist with moving equipment | • Ability to operate golf cart  
• Ability to work outside in the heat |
| **Grounds**      | Friday daytime & Saturday at end of Festival | • Set up tents at the Farm Museum on Friday  
• Break down tents Sunday evening | • Ability to work outside in the heat  
• Ability to lift heavy items |
| **Hospitality**  | Morning, Afternoon  
• Monday-Friday | • 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 | • 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** | Sunday afternoon, Monday morning  
• Dates: Sunday & Monday each Traditions Week. | • Register and check in CGOTH students and staff  
• Ensure registrants sign necessary legal paperwork | • Comfortable handling money and/or credit card sales  
• Comfortable dealing with a high volume of students & instructors |
| **Store**        | Morning, Afternoon  
• Monday-Friday | • Assist store manager with stocking inventory  
• Assist with sales | • Write up sales tickets as per store procedures  
• Comfortable with figures and responsible with cash and credit card sales  
• Adult volunteers only |
<table>
<thead>
<tr>
<th><strong>TRANSPORTATION</strong></th>
<th><strong>VISUAL ARTS</strong></th>
<th><strong>WORLD VILLAGE</strong></th>
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</thead>
<tbody>
<tr>
<td>• Schedule varies; weekends are busiest</td>
<td>• Morning, Afternoon, Evening</td>
<td>• Morning, Afternoon, Monday-Friday</td>
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<tr>
<td>• Provide transportation for CGOTH staff, instructors, and performers to and from BWI or Penn Station</td>
<td>• Monitor the art gallery during specified hours</td>
<td>• Work with children in daily activities</td>
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<td>• Must be reliable, punctual, flexible, and a good driver with trustworthy vehicle and room for luggage</td>
<td>• Assist in gallery set-up and break-down</td>
<td>• Must be at least 18 years old</td>
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<td></td>
<td>• May assist instructors during class time</td>
<td>• Be able to work both inside and outside</td>
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</table>
| | • May create brochures or other materials | | **EVENING EVENTS**
| | | **SHIFTS** | **RESPONSIBILITIES** | **REQUIREMENTS** |
| **CONCERTS & KEY NOTE SPEAKERS** | • 7:30-8:15 pm | • Ticket sales | • Comfortable handling cash and/or credit card sales |
| | • Monday-Friday | • Monitor door | • Adult volunteers only |
| | | • Check guest list for those with complimentary admission | | **CGOTH FESTIVAL**
| | | | **SHIFTS** | **RESPONSIBILITIES** | **REQUIREMENTS** |
| | | | • Morning, Afternoon, Evening | • Beer and wine sales | • Comfortable handling cash and/or credit card sales |
| | | | | • Verify customer identification for age | • Must be at least 21 years old |
| | | | | • Assist with set-up & break down | | **BEER GARDEN**
| | | | | • Maintain serving area | |
| **Carts** | Morning, Afternoon, Evening | 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  
|  |  | Ability to operate golf cart  
| **Children’s Area** | Morning, Afternoon | Assist children with crafts  
|  |  | Assist with set-up & break down  
|  |  | Enjoy working with children  
|  |  | Willing to communicate with parents that they maintain responsibility for their children  
| **Green Team** | Morning, Afternoon, Evening | 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  
|  |  | There is down time with this job and volunteers may be asked to act as runners for various needs.  
| **Grounds** | Friday daytime & Saturday at end of Festival | Set up tents at the Farm Museum on Friday  
|  |  | Break down tents Sunday evening  
|  |  | Ability to lift heavy items  
| **Hospitality** | Morning, Afternoon, Evening | Assist with instrument check  
|  |  | Assist with food service  
|  |  | Assist with set up, maintenance, & break down of the area  
|  |  | 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** | Morning, Afternoon, Evening | 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  
|  |  | Need to have an intimate knowledge of Common Ground  
| **Stage** | Morning, Afternoon, Evening | Set up & break down stage before, between, & at  
<p>|  |  | Experience with stage crew and/or sound |</p>
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<th>Time</th>
<th>Store</th>
<th>Ticket Booth</th>
<th>Visual Arts</th>
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| Evening   | • 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. | • 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 | • 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 |
|           | • Stage Coordinator will select volunteers and provide training as necessary  
• Adult volunteers only | • 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 | • Comfortable interacting with visitors  
• May assist Visual Arts Coordinator with various tasks |
| STORE     | • Morning, Afternoon, Evening  
• Set up & break down Store (may require early and late shifts)  
• Restock merchandise  
• Assist with sales | • Morning, Afternoon, Evening | • Morning, Afternoon, Evening |
|           | • Comfortable handling money and credit card sales  
• May involve heavy lifting | | |