

## **Blackberry Jam Festival Volunteer Position Description**

**Position name:** Information booth worker

### **Summary**

The information booth is the centralized location for festival activity and contact with attendees. The information booth worker answers questions from festival attendees and sells t-shirts and jars of blackberry jam.

### **Responsibilities**

- Answer questions from attendees on event scheduling, location of vendors and amenities, and so on.
- Uses portable radio to communicate issues received from attendees to the relevant festival staff or festival security personnel.
- Maintains the volunteer sign-in sheet and staffing schedule and ensures that all volunteers sign in at the beginning of their shift and sign out at the end of their shift.
- Accepts cash and electronic payments from attendees for t-shirts and jars of blackberry jam.
- Keeps all petty cash and payments secure in the cash box and safe. Provides the cash, cash box, and safe to the festival manager at the end of the day for safekeeping.
- Maintains all records, goods, and other materials in an orderly manner at the information booth.
- Sets up and takes down banners or other informational materials at the information booth.
- Ensures that ice, water, and other refreshments are available at the information booth for volunteer use.
- Assists the festival manager with other duties as needed, including safety coordination, sanitation, and so on.

### **Knowledge, skills, and abilities**

- Basic arithmetic to accept cash payments and make change.
- Ability to lift up to 35 pounds.

### **Deadlines**

- N/A