

Blackberry Jam Festival Volunteer Position Description

Position name: Safety coordinator

Summary

The safety coordinator oversees activities related to public safety and health during the festival, in accordance with L.R.C. Sec. 2.903.

Responsibilities

- Prior to opening the festival to the public, inspects the festival ground to identify any hazards to the public. This includes, but is not limited to, trip hazards, such as vendor extension cords.
- During the festival, conducts periodic inspections to identify potential hazards to the public.
- Corrects all safety hazards, including requiring the responsible party to remove the hazard.
- Communicates with Oakridge Police Department to schedule police coverage during the date of the festival.
- Ensures that ice, cold drinks, and other supplies to limit heat exhaustion are consistently available at the information booth for volunteer use.
- Obtains contract for security services during the festival.
- Obtains contract for portable toilet services during the festival.
- Prior to festival being opened to the public, places traffic cones in no parking areas, including within 30 feet of any intersection and in front of bus stops.
- Places "towing notice flier" on vehicles that are illegally parked.
- During the festival, communicates any safety, security, or health concerns to Oakridge Police Department or Lowell Rural Fire Protection personnel.

Knowledge, skills, and abilities

- Must have a personal computer and word processing software to communicate with Oakridge Police Department, security contracting company, and portable toilet company.
- Ability to use a personal computer for word processing and email communication.
- Ability to attend all regularly scheduled committee meetings.

Deadlines

- By May 1: Contracts for security services and portable toilet must be turned in to the City Administrator for review and approval.
- By May 1: Oakridge Police Department must be confirmed to provide staffing during the festival.

- By June 1: Contracts for security services and portable toilets must be signed by all parties. Security and portable toilet services must be confirmed by this date.
- 90 minutes before festival start date: Place traffic cones in “no parking areas.” Complete inspection of festival grounds to identify potential hazards.