

# **Maple Fest Volunteer Info./Descriptions**

## **Starting in February**

**Advanced Breakfast & Raffle Ticket Sales** – need as many as are willing to sell, sell, sell!!

## **Late February/Early March**

**Flyer posting** – need as many as are willing to post, post, post!!

**Banner Painting** – need one or two for a few hours to paint new dates on banner

## **Two Weeks Prior to Event**

**Banner Set-up** – one or two persons to help Maintenance staff put banner up, 2-3 hours

**Help put tent up** – as many as possible for 2-3 hours

## **One Week Prior to Even**

**Craft Tent Set-up** – 2 or more people for a total of 3-4 hours

- Tables
- Heaters
- Power cords
- Sides secure
- Lighting

**Sign Set-up** – 1 or 2 people for a total of 2 hours

**Traffic Fencing at High Ropes** – 2 people for a total of 2 hours

**Maple Fire Pit Set-up** – 1 person to work with Maintenance a total of 2 hours

**Dining/Lodge Set-up** – multiple people various time frames 1-3 hours

- Tables/chairs
- Ticket sales
- Info stations
- Ticket & raffle baskets
- Scrolling video/PowerPoint ready

**Harbor Info tent & clearance sale tent set-up** – 1-2 people for a total of 3 hours

**Grounds prep** – 1-2 people for a total of 3-4 hours

- Cones
- Spray paint directional arrows
- Garbage pick-up
- Garbage cans placed

**Stuffing Volunteer envelopes** – 1-2 people for 1-2 hours

**Preparing Print material** – multiple people for various time frames 1-3 hours

- Folding
- Stuffing
- Distributing

**Volunteer Team Captains (1/2 day of training/orientation and help on Maple Fest day)** – need 2-4 for partial to full day shifts on Maple Fest Day and a couple of hours prior to

## **Day Prior to Maple Fest**

**General Last Minute Set-up** – Need 2-6 people for 1-4 hours

## **Day of Pre-Opening (5 a.m.-7:30 a.m.)**

**Final Set-up Details** – Need 2-4 people

## **Day of Maple Fest Volunteer Positions**

**Dining Room Server** – need multiple people for 2-4 hour shifts

- Fill plates with a smile ☺
- Communicate with kitchen about food needs
- Cruise the dining room to dish out seconds
- Help clean tables

**Sanitation Engineer (Lodge)** – need 1-2 people for 2-4 hour shifts

- Wash dishes
- Clear tables & wash them
- Remove & change garbage bags
- Help cook pancakes, if we have a large pancake griddle.

**Kitchen Assistant** – need 2-3 people for 2-4 hour shifts

- Bring food out to servers
- Prepare food
- Clean/organize serving utensils & stuff
- Do whatever Chef Deb needs you to do

**Volunteer Captain** – need 2-4 for partial or full day shifts

- Orient volunteers & guests
- Help where needed

**Ticket Sales Associate** – need multiple people for 3-5 hour shifts

- Sell food & activity tickets
- Answer questions with a smile ☺
- Hand out maple fest brochures & camp maps
- Orient guests to location of activities, breakfast, tours and craft fair

**Chart Room Sales Associate** – need 2-4 people for 3-5 hour shifts

- Sell, sell, sell! (CHBC merchandise)
- Hand out Maple Fest brochure & maps
- Answer questions & direct guests

**Traffic and Parking Directors** – need 4-6 people for 2-4 hour shifts

- Direct traffic flow
- Communicate with others about traffic flow
- Maintain friendly order

**Greeters on the Road** – need 4-6 people for 2-4 hour shifts

- Greet & welcome guests with a smile☺!
- Direct traffic flow
- Communicate with Traffic/Parking Directors about traffic flow

**Bounce Castle Monitor** – need multiple people for 2-4 hour shifts

- Monitor safe use of the fun castle with a smile☺
  - No shoes
  - No more than 8 in at once
  - No body slamming or flips

**Valet** – need 2-3 people for 2-3 hour shifts primarily 6:30 a.m.-9:30 a.m. & 2:30 p.m.-4:30 p.m.

- Shuttle vendors & physically challenged guests to various locations
- Help move materials & food to places of need
- Provide valet parking for vendors

**Dining Room MC** – need 1-2 people for partial or full day shifts

- Welcome guests & gives updates & info
- Conduct raffle
- Monitor the streaming video
- Help with dining room traffic flow and directions
- Help make the atmosphere positive (no upset tummies!)

**Tent Food Table Associate** – 2-4 people for 2-4 hour shifts

- Serve goodies (for a price) to guests with a smile☺!
- Communicate with kitchen about food needs
- Answer questions with a smile☺

**Dining Room Greeter** – 2-3 people for 2-4 hour shifts

- Greet & welcomes guests with a smile☺!
- Help direct dining room traffic
- Attend to needs of guests

**Information Consultant** – need 2-4 people for 2-4 hour shifts

- Respond to questions & requests with a smile☺!
- Keep the presentation of information tent neat and appealing
- Arrange tours if needed & appropriate
- Sell raffle tickets
- Orient & direct guests, volunteers & vendors

**Climbing Tower/Giant Swing** – 2-4 people for 2-4 hour shifts

- Assist with orienting guests
- Assist with putting harnesses on/off
- Assist each participant with helmet
- Have each participant or their guardian to sign a waiver

**Mr. Pancake** – 1-3 people for 1-2 hour shifts

- Be willing to wear a giant pancake outfit to flag people into Covenant Harbor
- Be willing to smile and have fun

**General “Do Whatever”** – 2-4 people for 2-4 hour shifts

- Be willing to be a gofer
- Be willing to fill in and give other volunteers breaks
- Be willing to deliver hot chocolate, coffee, water, etc. to volunteers