



## Volunteer Job Description EVENT VOLUNTEER

**DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT:** The Town of Granite Quarry and its Events Committee hold annual events for the community. Events range from small family fishing events with 100-200 event goers to larger festivals with over 3000 in attendance. The Town of Granite Quarry and Events Committee need assistance with event execution.

**OUTLINE OF VOLUNTEER'S RESPONSIBILITIES:** Event volunteers assist on the event day, set-up, guest assistance, vendor services, assist with simple parking control and clean up. Volunteers may also choose to be involved in event planning, securing sponsors, volunteer recruitment and preparation.

**SUPPORT PLAN:** Event volunteers work under the direction of various members of the Event Committee or town staff, who will provide task-specific training if necessary.

**TIME COMMITMENT:** Event Day volunteers will typically be asked to commit at least 3-4 hours. Participation on event planning, volunteer recruitment or sponsor contacts typically requires larger time commitments but over several months.

**QUALIFICATIONS NEEDED:** Depends on tasks. Most require no special qualifications other than parking control.

**BENEFITS:** Event volunteers will receive a T-shirt from Town of Granite Quarry (may be event specific) and may receive recognition in Events Committee's Annual Report to the Board of Aldermen. Event volunteers also have the opportunity to learn new skills from professionals, earn service hours required by schools and organizations, meet others in the community, and serve their town and community.

**Town of Granite Quarry Contact:** Debbie Loflin-Benge  
704.279.5596 Ext. 212  
[events@granitequarrync.gov](mailto:events@granitequarrync.gov)

### Annual events will include but not limited to:

- Granite Fest - Third Saturday of October
- Arts in the Park – Weekend prior to Mother's Day Weekend
- Christmas at the Lake – First Saturday of December
- Fish for Fun - TBD



# Volunteer at Granite Quarry Events 2023

Volunteers are needed for Granite Quarry Events! If you have been thinking about getting involved but don't have the availability to consistently attend monthly meetings, this is the perfect opportunity to join a team of awesome volunteers! This is a great opportunity for individuals, families, school groups, students needing service hours, churches, community groups and businesses to volunteer their time assisting with these excellent community events.

- **Arts in the Park - Saturday May 6<sup>th</sup>, 1-6pm:**  
Volunteers are needed to assist with vendor setup and tear down, parking, children's games/crafts, clean up.
- **Granite Fest - Saturday October 21<sup>st</sup>, 1-9pm:**  
Volunteers are needed to assist with merchandise sales, hospitality booth, children's games and crafts supervision, setup/clean-up/parking. Volunteers are needed for a minimum of 3 hours in the area they are assigned and should wear comfortable clothing/shoes. Each volunteer will be given an official Granite Fest T-shirt that they must wear while volunteering as well as a volunteer badge. Volunteers may choose the time of day and area they wish to work based on available time slots. *See separate form for Granite Fest volunteers.*
- **Christmas at the Lake - Saturday December 2<sup>nd</sup>, 2-7pm:**  
Volunteers are needed to assist with vendor setup and tear down, parking, children's games/crafts, wear costume as various Christmas characters (Grinch, Santa's Elves), clean up.

For more information on how you can become a volunteer at a Granite Quarry event, please contact Debbie Loflin-Benge, Event Coordinator at [events@granitequarrync.gov](mailto:events@granitequarrync.gov).

Unable to volunteer the day of the events? Contact us about volunteer opportunities leading up to the big day.



# Events Volunteer Application

NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMERGENCY CONTACT (DAY OF EVENT): NAME \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

## DESIRED VOLUNTEER EVENT:

- ARTS IN THE PARK
- CHRISTMAS AT THE LAKE
- FISH FOR FUN
- GRANITE FEST (Requires additional Info)
- ALL OF THEM!

## DESIRED VOLUNTEER POSITION:

- SET UP
- TEAR DOWN
- TRASH/CLEAN UP
- CHILDREN'S AREA
- ANYTHING (Put me where I am Needed!)

PLEASE LIST ANY RELEVANT SKILLS AND/OR PREVIOUS FESTIVAL EXPERIENCE:

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Will you require written documentation of the hours you will volunteer?  YES  NO

SCHOOL \_\_\_\_\_ CHURCH \_\_\_\_\_ OTHER \_\_\_\_\_

Is there anything else we should know? Are you serving as a group? \*Do you have a medical condition we should be aware of? *\*This will not prevent you from volunteering.*

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Volunteer Signature: \_\_\_\_\_