



# Downtown Milton Street Festival

## Logistics Volunteer

---

### **Role:**

- a) Set up crew: to ensure that all set up for the event is completed prior to start of event (morning timeslot)
- b) Tear down crew: to ensure that all tear down for the event is completed once the event is over (11:00pm – 1:00am).

(This can include: tents, tables, chairs, supply bins and more.)

### **Time commitment:**

- Based on shift requirements
- Please be signed in and at information booth 15 minutes before your shift begins

### **Location:**

- Volunteer Check-in (251 Main Street) to pick up equipment

### **Responsibilities:**

- Sign in at Volunteer Centre prior to starting shift
- Set up Welcome Centres with tables, tents, chairs, supply bins
- Set up Kids' Zone area with tents, tables and chairs
- Set up Volunteer Centre with tables, chairs
- Set up garbage bins and recycling bins at sorting stations
- Ensure that regular garbage bins are put in correct locations
- Assist with taking down all that was set up (late shift only)
- Sign out at Volunteer Centre at end of shift

### **Requirements & Qualifications:**

- Must have a good overall knowledge of the event and location specifics
- Must be 16 years of age or older
- Must have completed a Special Event orientation and training session
- Energetic people who are self motivated
- Lifting is involved

### **Dress:**

- Volunteer t-shirt, hat, nametag, and dark bottoms (pants, walking shorts or capris)
- Strongly recommend closed toed shoes (comfortable shoes/running shoes)
- Reusable water bottle

### **Benefits:**

- Meet new people
- Develop new skills
- Get involved in your community
- Students – complete your Community Involvement hours

**Supervisor: Event Coordinators**

---



# Downtown Milton Street Festival

## Runners

---

**Role:**

Fulfill requests from event staff on an ongoing basis.

**Time commitment:**

- Based on shift requirements
- Please be signed in and at street location 15 minutes before your shift begins

**Location:**

- 251 Main Street: stationed at Downtown Business Improvement Area building until receiving assignments

**Responsibilities:**

- Sign in at Volunteer Centre prior to shift starting
- Be prepared to go on request
- Deliver items to stationary volunteers
- If an area is short of volunteers, you may be asked to fill in for a period of time
- Deliver items to different areas of the event based on requests
- Sign out at Volunteer Centre at end of shift

**Requirements & Qualifications:**

- Must have a good overall knowledge of the event and the location of specifics
- Must be 16 years of age or older
- Must have completed a Special Event orientation and training session
- Must enjoy walking

**Dress:**

- Volunteer t-shirt, hat, nametag, and dark bottoms (pants, walking shorts or capris), comfortable shoes/running shoes
- Reusable water bottle

**Benefits:**

- Meet new people
- Get involved in your community
- Develop new skills
- Students – complete your Community Involvement hours

**Supervisor: Event Coordinators**

---