



SITE MANAGER

Venue

Vern Burton Community Center

Your Commitment

- Show up on time or early for your shift. Ideally, you'll check in 10-15 minutes early.
- Report to the Volunteer/Performer Check-in Tent (on the south side of 4th street, just west of the Vern Burton) and pick up the Site Manager clipboard and your walkie talkie
- Orient yourself with the ticket sales office, the restrooms, and where each stage is.

What your role entails

- Greet volunteers as they check in if possible and direct them to their assigned station. Once everyone has arrived, check in with each of your volunteers at their station. This should happen within the first 30 minutes of their shift.
- Your biggest priority is making sure that each volunteer position is filled. If we have a no-show, use a "Float" to fill that spot. If no Float is available, contact someone on the Hero List.
- You should plan to check in with each volunteer 3-4 times per shift, even if it's walking by and saying hello
- Assign the Floats right away. This might be sending them to check garbages, walk the grounds, help a performer load in or out, or wipe down bathroom counters. The Floats should check in with you regularly (perhaps at assigned times throughout the shift).
- Aside from the volunteers you will direct, the following groups may ask you for help:
 - o Backstage Hospitality (Shannon Cosgrove)
 - o The Downbeat (Rose Thompson)
 - o Ticket Sales (Jen Saul)
 - o Street Fair (Jason and Rose Thompson)
 - o Performer Check-in (Kari Chance)
 - o Stage Managers
 - o JFFA Board Members/Employees
- Be flexible and helpful. Your role is to help us make sure that all volunteering runs smoothly. You will be asked questions you don't know the answer to. That's okay. You have resources (Volunteer Coordinator, Director, Board Members, etc.) We can help you find the answer or solution.
 - o If there's a concern with a volunteer, let the Volunteer Coordinator know right away.
- LATE SHIFT: Meet your Clean-up Volunteers at the main stage main entrance at 9pm to check them in.
- At the end of your shift, turn your clipboard in to the Volunteer Tent or Volunteer Coordinator so we've got record of each shift.

Dress comfortably. Volunteer T-shirts are provided.



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Our Commitment

We will provide:

- Contact information for the Volunteer Coordinator
- Clipboard with all of the Volunteer names/phone numbers
 - o Job descriptions for each volunteer (for your reference)
 - o Hero List
- Map of the Venue and additional schedules

In exchange for fulfilling your commitment, the Juan de Fuca Foundation for the Arts will provide you with a one-day pass for the festival. This can be picked up at the Volunteer Check-in Tent.