

SELKIRK WATERFRONT FESTIVAL 2016



Saturday May 28th, 2016, 10am – 3pm

The Selkirk Waterfront Festival is a multi-cultural community event providing hours of fun and entertainment for people of all ages. Hosted by the Burnside Gorge Community Association this event offers:

- ★ Free admission for the public
- ★ Live entertainment by talented local performers
- ★ Colourful vendor street market showcasing local artisans & crafters
- ★ International Food Court with Victoria's foodie favourites
- ★ Family Fun Zone with fun inflatables and interactive family activities

**This event is only possible through the committed efforts
of our festival volunteers!**

Attached is a list of the different areas where volunteers are needed. Please review the attached pages and reply with:

1. The day and time you are available
2. The top two areas you are most interested in volunteering for
3. Your name and contact information (phone & email)

SELKIRK WATERFRONT FESTIVAL 2016

VOLUNTEER OPPORTUNITIES

*Please note: A minimum shift of two hours is asked for, if you can't complete a full shift.

Friday May 27

Location: Burnside Gorge Community Centre

Friday Loading Crew

- The Loading crew assist in getting all supplies together at the Community Centre; loading up the cargo van for transportation to the festival site the next day.

Afternoon Shifts: 2-4 hour shifts available, between 2pm and 6pm

Additional Requirements: Need to be strong and fit as you will be lifting boxes, equipment, tables and chairs, loading supplies onto a dolly, carrying supplies up an outdoor ramp and up stairs, and loading supplies into van.

Saturday May 28

Location: Festival Site at Selkirk Green Park, between Jackladder Lane & Waterfront Cres

Set-up Crew

- Assist where needed with set-up of festival rides, staging, etc.
- Assist with set-up of pop-up tents
- Set up tables and chairs in front of stage and in café area
- Put out garbage containers and bags
- Put up banners
- Set up poster stands

Morning Shift: 7:30am – 9:30am 2 hrs

Additional Requirements: Need to have good fitness level for moving and lifting equipment, etc.

Contact: selkirkvolunteercoord.bgca@gmail.com Phone: 250-388-5251

Stage Assistants

- Distribute promotional material & direct the public
- Provide assistance to the sound technician and performers throughout the day
- Monitor use of the changing tent

Morning Shift: 9:30am – 12:30pm 3 hrs

Afternoon Shift: 12:15pm – 4:30pm 4.25 hrs (*also help with take-down)

All Day Shift: 9:30am – 4:30pm 7 hrs

Additional Requirements: Need to have excellent communication skills and enjoy working with the public.

Food Café Crew

- Clear café tables as people come and go, wipe tables as needed
- Direct the public to festival activities
- Monitor, empty, and replace garbage bins & recyclables in the food court area, place full bags in designated area

Morning Shift: 9:30am – 1:30pm 4 hrs

Afternoon Shift: 1:15pm – 4:30pm 3.25 hrs * also help with take-down

All Day Shift: 9:30am – 4:30pm 7 hrs

Additional Requirements: Need good fitness level for lifting and moving garbage bags & recycling.

Vendor Market Crew

- Assist vendors with unloading and monitor vendor's space while parking their cars, if needed
- Assist with set-up if asked: help to retrieve tables and chairs that vendors have **rented**
- Provide vendors with washroom/coffee breaks as needed
- PM shift: Assist vendors with take-down

Morning Shift: 7:00am – 12:00pm 5 hrs

Afternoon Shift: 11:30am – 4:30pm 5 hrs

All Day Shift: 9:30am – 4:00pm 7 hrs

Additional Requirements: Need to have excellent communication skills and be reasonably fit to help with unloading, set-up and take-down.

Traffic Safety/Parking Crew: *May be involved with one or more of these tasks throughout their shift

- Greet vendors and visitors as they arrive and direct cars to designated parking areas
- Assist with queuing of vehicles as they arrive at the festival site
- Direct vendors to their designated space, ensuring emergency access is maintained along the street
- Direct vendors to move vehicles immediately after they have unloaded
- Monitor traffic points where road closures or restricted access is in effect and ensure the safe flow of traffic and pedestrians
- Assist VIP's with parking and monitor the VIP parking area
- PM shift: Assist in directing vehicles from site, ensuring safe exit for vehicles and pedestrians

Morning Shift: 7:30am – 12:00pm 4.5 hrs

Afternoon Shift: 11:30am – 4:30pm 5 hrs

All Day Shift: 9:30am – 4:30pm 7 hrs

Additional Requirements: May be standing and/or sitting for long periods of time; should have good communication and public relations skills.

Family Fun Zone Leaders

- Supervise and lead activities in the Family Fun Zone, creating an enjoyable and safe experience for children.

Morning Shift: 8:30am – 12:30pm 4 hrs **also assist with set-up up of activity areas*

Afternoon Shift: 12:15pm – 4:30pm 4 hrs **also assist with take-down*

All Day Shift: 9:30am – 4:30pm 7 hrs

Additional Requirements: Volunteers should enjoy working with children. Previous experience supervising children's activities would be considered an asset.

Garbage & Recycling Crew

- Keep the festival green and the event space tidy.
- Monitor, empty, and replace garbage bins & recyclables in park and place in designated area.
- Do regular walk around of the festival perimeter (Waterfront Crescent, Jackladder Lane) to collect garbage & recyclables

Morning Shift: 9:30am – 1:30pm 4 hrs

Afternoon Shift: 1:15pm – 4:30pm 3.25 hrs **also help with take-down*

All Day Shift: 9:30am – 4:30pm 7 hrs

Additional Requirements: Need to have good fitness level for lifting and moving garbage bags.

Take-Down Crew

- Take-down tables, chairs, tents
- Provide vendors with take-down assistance if needed
- Clean up site and stack garbage and recyclables
- Assist in loading equipment into cargo van

Afternoon Shift: 2:30pm – 5pm 2.5 hrs

Additional Requirements: Need to have excellent fitness level for moving and lifting.

Thank you for your support of the Selkirk Waterfront Festival!