

4th Annual Sidney Health Fair 29-30 May 2010
Mary Winspear Centre, Sidney BC

VOLUNTEER Positions

All Volunteers will be able to get an idea of the “behind the scenes” of a large community event !
We would like to create a dynamic volunteer team to impress the public and showcase the amazing community on the Peninsula!



Position Timing Amount of Volunteers needed	Description/Team
Computer wizard 10 h depending on experience 2	Before the event! Entry Data and support us in getting organized <u>Skills:</u> able to create excel and word lists, sense for detail and fun at supporting the health fair team. If possible, team up with exhibitor coordinator assistant as you will be familiar with the names of attending exhibitors
Welcome team at welcome tent Minimum 4 hour shifts 6	Sell tickets, exchange weekend tickets into wristbands Stamp visitors hands in exchange for ticket, Guard doors to check stamps, Give out passports, Guide people to several event locations with maps <u>Skills:</u> outgoing, confident to approach and welcome visitors of all ages
Health Fair Ambassadors Minimum 4 hour 12	You will be moving around the event to make sure that guests feel welcome, find the different event locations and are amazed by the community feel of the Health Fair! <u>Skills:</u> Outgoing, friendly, community spirit, patient, and having fun to be of assistance to all visitors of the event. This is one of the most important jobs. You will be the face of the event!

<p>Charlie White Theater Flow team</p> <p>Minimum 4 hour shifts 6</p>	<p>We have 12 speakers inside the Charlie White Theater over 2 days.</p> <p>To make sure that our timing works, we need a team who is able to work together to make sure the visitors find their seats but also leave the theater in time. Clean up after Theatre after presentation</p> <p><u>Skills:</u> super friendly but persistant and aware of importance of timing, team worker</p>
<p>Stage Demonstration Coordinator Assistant</p> <p>Minimum 8 h 2</p>	<p>Support coordinator in timing and flow of the stage demonstrations inside the Bodine Hall.</p> <p><u>Skills:</u> friendly and aware of importance of timing. Organized, motivating, strong personality and able to get groups going to be on time and ready for their performance</p>
<p>Workshops Coordinator Assistant</p> <p>Minimum 8 h 2</p>	<p>Support our Workshop coordinator at days of events in room set up and timing</p> <p><u>Skills:</u> organized, and willing to assist where support is needed</p>
<p>Food Workshops Assistant</p> <p>Mimimum 4 h 3</p>	<p>Support individual workshop leaders in their activities with preparation and set up</p> <p><u>Skills:</u> team worker, able to take instructions as needed and happy to work in an food environment. Food safe an asset - required</p>
<p>Beauty Workshops Assistant</p> <p>Minimum 4 h 2</p>	<p>Support individual workshop leaders in their activities with preparation and set up</p> <p><u>Skills:</u> team worker, able to take instructions as needed and happy to work in a beauty environment</p>
<p>Documentation/photography</p> <p>10 to 15 h 2</p>	<p>Help us to capture the event!</p> <p>Make photos and team up with other photographers and create print and digital documentation with provided information for further use.</p> <p><u>Skills:</u> Organization, Creativity and Photo skills</p>
<p>Secure bike Parking</p> <p>Minimum of 4 h 8</p>	<p>You will be part of a team who takes care of the secure bike parking which will be coordinated by the North Saanich Free Ride Park</p> <p>You will secure the bike area, give bike and owner a wristband and mark down their numbers, thank people to take this step towards their personal health and the environment. Inform them about the new North Saanich Free Ride Park and CRD Bike trails in the area when appropriate</p> <p><u>Skills:</u> have fun with bikes and are physical able to move bikes of all sizes.</p>

<p>Volunteer coordinator assistant</p> <p>Minimum of 10 h 2</p>	<p>Support the volunteer coordinator. Welcome and sign-in, prepare supplies like t-shirts, name tags, event maps and info, Assist in organization of Volunteer thank you event <u>Skills:</u> Outgoing, enjoy working with team and individuals of all ages, organized</p>
<p>Exhibitor coordinator assistant</p> <p>Minimum of 10 h 2</p>	<p>Support our exhibitor coordinator (who is also a Dr. of Naturopath Medicine) in assisting exhibitors, having lists ready, give out information packages <u>Skills:</u> Multitasking should not be a problem and Working in a fast environment, self motivated</p>
<p>Technical support Charlie White Theater</p> <p>Minimum of 10 2</p>	<p>Support Keynotes and Technical staff <u>Skills:</u> Talent to understand simple technical instructions, interested to work in stage setting</p>
<p>Technical support Youth Park</p> <p>Minimum of 8 h 2</p>	<p>Support PA team and DJ at youth section with technical assistance. <u>Skills:</u> preferred musician who has worked with PA and generator before</p>
<p>Assistant Promotion Team and Signage Team</p> <p>Minimum of 6 h 2</p>	<p>Support our Promotion Team the week before the event with flyer and poster set up at different locations from Sidney to Victoria <u>Skills:</u> driver liscence to reach area and able to work in a team</p>
<p>Mascot Eco Leaf</p> <p>Minimum of 2 hours 6</p>	<p>You will be part of our mascot team who will alternate in wearing a mascot costume, interact with kids, stay for photos and welcome visitors. In addition to being the mascot we need a mascot guide as the costum has limited visibility. <u>Skills:</u> work with a team, able to carry a larger costume and has fun to interact with kids and visitors</p>
<p>Set up and clean up</p> <p>Minimum 4 h 10</p>	<p>Support exhibitors and Health Fair team with booth Set up of Tables .Support unloading cars and help to cary supplies to the booth.Take down on Sunday afternoon <u>Skills:</u> able to do physical work, understand floorplans, organized and willing to take on wherever support is needed</p>
<p>Set up traffic team</p> <p>2 to 4 hours 4</p>	<p>Guide vehicles in and out of loading zone. You will work outside the Mary Winspear Center for 2 to 3 hours on the Friday night and Sunday night to make sure that Traffic is controlled and exhibitors know when to unload! <u>Skills:</u> Able to explain quickly how the procedure works. Patience and persitent and friendly with clear language skills</p>

<p>Recycling and Clean up team (Preferrable Green Teams of schools)</p> <p>Minimum 4 h 4</p>	<p>Monitor recycling stations and inform visitors about what, where and why to recycle! <u>Skills:</u> Eye to detail and tidyness. Knowledge of recycling procedure. Make sure that the event area is tidy and waste is properly recycled. Note the information so we are able to include it in the report. Outgoing and interested to inform the public about recycling options and the necessity to do this.</p>
<p>Food Bank support team</p> <p>Minimum 4 h 2</p>	<p>SIWC supports the Sidney Lions Food bank and we need a team to support them in selling CD's collecting Food donations and give out information on how to support the food bank organization <u>Skills:</u> outgoing and interested to learn about the foodbank service and educate the public</p>
<p>Assistant environmental kids activities</p> <p>Minimum 4 h 6</p>	<p>We have several environmental organizations (Lifecycles, Mr. Organic, Peninsula Streams Society, CRD Climate action team) who will provide our very young visitors + parents with fun activities where they learn about environmental topics get in action and planting local food. <u>Skills:</u> Outgoing and patient with kids ages 3 to 12. Fun with supporting our environment and working with kids to help them in their activity and making sure it as a smooth and secure environment</p>
<p>Assistant Storyyoga</p> <p>3 h 1</p>	<p>Support our Storyyoga provider to make sure the workshop logistic runs smooth and information can be given out to all interested parents <u>Skills:</u> Outgoing, organized and patient with kids, knowledge and interest in yoga helpful</p>
<p>Decoration team</p> <p>in advance minimum 4 h + at event minimum 4 h 2</p>	<p>We need a team who is setting up the glass displays, the gift basket displays and makes sure that the stage set up is always perfect and the courtyard displays looks great. We have sponsors who will provide the furniture for the stage for the Charlie White Theater and need a team with a sense for detail who will meet in advance to plan the whole set up for the fair <u>Skills:</u> creative, decorative eye, sense for style and details as we want to have lot's of great media coverage and great documentation of the event. You will work with the documentation team.</p>
<p>Booth Support</p> <p>Minimum 4 h 4</p>	<p>Supporting exhibitors during the event at their booths <u>Skills:</u> outgoing, flexible, multitasking and fast learners</p>
<p>Food Delivery</p> <p>5 h 4</p>	<p>Support our Food vendor and deliver food orders, <u>Skills:</u> Quick and organized</p>

<p>Driving shuttle van</p> <p>Minimum 5 h 2</p>	<p>You will be driving our shuttle bus who will shuttle visitors between the Tulista parking area and the Mary Winspear Centre.</p> <p><u>Skills:</u> Driver license, minimum 10 years of driving experience, patient</p>
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Specific Volunteer position for SIWC members

<p>SIWC booth</p> <p>Minimum 5 h 4 preferred 8 2 per shift</p>	<p>You will be the representative of SIWC at the large booth in the hallway.</p> <p>Being at the booth you are not only able to talk about all the services the SIWC members provide but specifically about your personal service.</p> <p>You will get a orientation, so you are able to answer questions regarding the logistic of the event.</p>
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