

PRIDE FESTIVAL OF CENTRAL PA

FESTIVAL SET-UP, OPERATIONS & TEAR DOWN

VOLUNTEER ASSIGNMENTS & DESCRIPTION OF DUTIES

Thursday & Friday – Pride Set-Up

Fencing **8 to 12 volunteers**

Placement and pounding stakes and fencing around the perimeter of the festival grounds. This is a Thursday job and requires a lot of physical activity. Volunteers should bring gloves.

Festival Grounds Marking **2 volunteers**

Assist with marking vendor spaces on festival grounds. This job requires some physical activity and will be done on Thursday.

Table & Chair Delivery **6 to 8 volunteers**

Placement of tables and chairs at designated vendor spots. Includes setting up stage areas. This job may begin on Thursday after the vendor spaces are marked and the tents are set up, most likely this will be a Friday activity. This job requires a lot of physical activity.

Banners & Pride Flags **4 to 6 volunteers**

Placement of poles and the hanging of Pride Flags on the Front Street fence line; includes the set-up of the Memorial Pride Flag Plaza. Posting signs and banners within the festival grounds. This job requires some physical activity. These activities occur on Friday

Information Booth **2 volunteers**

Volunteer check-in and any other tasks as assigned by board members. This job requires little physical activity. Volunteers are needed for both Thursday and Friday.

Bullpen Volunteer **2 to 3 volunteers**

Assist with various tasks and assignments as assigned by Board Members. This could include running out to pick up lunches, taking pictures, setting up trash boxes. We won't know what you'll be doing until we need you to be doing it. The physical demands of this position are unknown. Volunteers are needed for both Thursday and Friday.

Saturday – Day of Pride

All day of Pride volunteers are requested to report to their assignment 10-15 minutes prior to working your shift.

Vendor & Exhibitor Check-In

8 to 10 volunteers

Assist in the direction of vendors and exhibitors to designated festival location. This will include traffic management and passing out vendor information packets/envelopes. Volunteers need to be on the Festival grounds by 7:00 AM and are needed until about 10:30. This position has some physical activity and will require walking and moving about.

Information Booth

2 volunteers per shift

Volunteer check-in, hand out volunteer t-shirts, hand out flyers and perform other tasks as directed by board members. This position has little physical activity. Shift times are: 7:00 AM – 9:00 AM, 9:00 AM – 11:00 AM, 11:00 AM – 2:00 PM, 2:00 PM– 4:00 PM and 4:00 PM – 6:00 PM.

Children’s Activity Area (Family Zone)

7 volunteers per shift

Activities and needs vary each year. Detailed information on this area will be discussed at the Volunteer meeting held prior to the Festival. Volunteers should be kid friendly and mom/dad approved. Shift times are 11:30 AM – 3:30 PM and 3:30 PM – 5:30 PM.

Groundskeeper & Security

2 volunteers per shift

Volunteers will walk the grounds to pick up any trash, place new trash boxes out and report any missing items (such as pride flags) suspicious behavior / rule breakers to the Security team and/or a board member. This position requires some physical activity and requires the volunteer to walk all over the festival grounds and to bend and lift. Shift times are 11:30 PM – 3:00 PM and 3:00 PM – 6:30 PM.

Surveyor

4 to 6 volunteers per shift

Volunteers will walk the grounds and ask patrons and attendees questions on the survey form and document the findings. This position requires a friendly, out-going positive attitude and requires the volunteer to approach people. This position requires some physical activity and requires the volunteer to stand and walk all over the festival grounds. We would like as many surveys completed as possible and expect surveyors to make an effort near the end of the festival to gather as many responses as possible. Shift times are 12:00 PM – 2:30 PM, 2:30 PM – 5:00 PM and 5:00 PM – 6:30 PM.

Photographer**1-2 volunteers per shift**

Walk the grounds, snapping pictures of events and people. Volunteers are requested to provide their own cameras. Please be considerate and ask before taking an individual, group of people or vendor's picture. Not all attendees are open about their sexuality and not all people like their picture taken. This position requires some physical activity and requires the volunteer to walk all over the festival grounds. Shift times are 9:00 AM – 12:00 PM, 12:00 PM – 3:00 PM and 3:00 PM – 6:00 PM.

Crowd Control**4 to 6 volunteers per shift**

Assist security in the controlling of the crowds near the stages and along the pathways to prevent the outbreak of disorder. Monitors crowd control barriers, fences and decals painted on the ground as well as Festival Emergency Exits. Position requires some physical activity and requires the volunteer to stand and walk around the festival grounds for long periods of time. Shift times are 12:00 PM – 2:30 PM, 2:30 PM – 5:00 PM and 5:00 PM – 6:30 PM.

Gate Attendant**8-12 volunteers per shift per gate**

Be a part of the Pride Festival welcoming committee by collecting the entrance fee money, fastening wristbands, taking tickets at the Express Lanes, manning emergency evacuation gates or passing out Pride Guides at either the North or South Gate. Gate Captains may adjust volunteers and positions as needed. Money collectors should have good math skills and know how to make change. These positions require some physical activity and require the volunteer to stand for long periods of time. Shift times are 10:30 AM – 1:00 PM, 1:00 PM – 3:30 PM and 3:30 PM – 6:00 PM for each gate.

Gate Captain**1 volunteer per gate**

Gate Captains are responsible for the smooth operation and management of the festival entry and exit points. They manage and supervise the collection of entrance fees, wristbanding, ticket taking and manning of the gates in their area of responsibility. They are considered Festival Staff and manage / adjust volunteers assigned to their gate as needed. These positions require additional training and commitment to work the entire day (9:00 AM – 6:30 PM). Some physical activity is required. This position will require the volunteer to stand for long periods of time and have the necessary math, people and supervisory skills.

Bullpen Volunteer**1-2 volunteers per shift**

Assist with various tasks and assignments as assigned by Board Members. This could include mending fences, taking pictures, picking up trash, running messages to the stages, etc. We won't know what you'll be doing until we need you to be doing it. The physical demands of this position are unknown. Shift times are 7:00 AM – 10:00 AM, 10:00 AM – 1:00 PM, 1:00 PM – 3:00 PM and 3:00 PM – 6:00 PM.

Closer**6-8 volunteers**

Assist with various tasks and assignments as assigned by Board Members in securing the festival grounds at closing time. Duties may include removal of banners, signs, Pride Flags and picking up trash. This position requires some physical activity and begins after the festival has ended around 6:00 PM and may last until 7:30 PM.

Sunday – Day after Pride**Fencing****8 to 12 volunteers**

Removal of stakes and fencing around the perimeter of the festival grounds. This is job that requires a lot of physical activity. Volunteers should bring gloves.

Table & Chair Delivery**6 to 8 volunteers**

Placement of tables and chairs at designated pick up spots. Includes cleaning up stage areas. This job requires a lot of physical activity.

Banners & Pride Flags**4 to 6 volunteers**

Removal of flagpoles and on the Front Street fence line; includes the tear down of the Memorial Pride Flag Plaza. This job requires some physical activity.

Groundskeeper**2 volunteers**

Volunteers will walk the grounds to pick up any trash, place trash boxes near the sidewalk for removal by the city. This position requires some physical activity and requires the volunteer to walk all over the festival grounds and to bend and lift.

Bullpen Volunteer**1-2 volunteers**

Assist with various tasks and assignments as assigned by Board Members. This could include mending fences, taking pictures, picking up trash, running messages to the stages, etc. We won't know what you'll be doing until we need you to be doing it. The physical demands of this position are unknown.