



A free festival to have fun learning science!  
[www.stpetescifest.org](http://www.stpetescifest.org)

## Volunteer Job Descriptions

THANK YOU for your time and dedication. We look forward to working together to make this a positive and fun-filled learning experience for everyone.

We will do our best to assign volunteers their chosen tasks. However, we do, on occasion, need to move volunteers from one task to another to meet the needs of the festival. Your flexibility is greatly appreciated.

### Wednesday and Thursday (before the Festival)

#### Marketing Set-up and Banner Posting

Assist with preparing the festival site with various marketing materials/banners. Additional duties as needed.

#### Heavy Lifting Set-up

Assist with set-up of generators, power cables, etc. Set-up tables, chairs, and other large/heavy items as needed. This is a physically strenuous job.

### Friday (Sneak Peek School Day)

#### Volunteer Check-in/Out

Greet volunteers as they arrive for their shifts, give out t-shirts and nametags, manage sign-in sheets, direct volunteers to job locations. Additional duties to assist volunteer coordinator as needed.

#### Exhibitor Registration

Greet exhibitors and direct them to where they will be setting up their booth. Assist program chair as needed.

#### Golf Cart Drivers

Drive exhibitors around the festival site during set-up and/or take-down or driving other individuals as needed. About a week prior to the festival, Golf Cart Drivers will be sent a link to a safety video that they must watch prior to the festival.



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### Exhibitor Set-up

Assist exhibitors with bringing materials from their vehicles, setting up exhibits or breaking down and taking materials to their vehicles.

### School Day Exhibit Monitor

Maintain a checklist of schools that have visited their assigned exhibits, monitor the seawall, assist with water stations, and answer guest questions. Additional duties as needed.

### Bus Stop Attendant

Stand where they will be easily spotted by incoming busses, so bus drivers know where to drop off the children. The attendant will direct the school group to the check-in location and will direct the busses where to park. Additional duties as needed.

### School Check-in/Out

Check-in school groups, provide them with materials, show them where to put lunches, and introduce them to their assigned Tour Guide.

### Mad Science Show Assistant

Assist Mad Science staff as needed, help keep show running on time.

## Saturday (Public Festival)

### Volunteer Check-in/Out

Greet volunteers as they arrive for their shifts, give out t-shirts and nametags, manage sign-in sheets, direct volunteers to job locations. Additional duties to assist volunteer coordinator as needed.

### Exhibitor Registration

Greet exhibitors and direct them to where they will be setting up their booth. Assist program chair as needed.

### Golf Cart Drivers

Drive exhibitors around the festival site during set-up and/or take-down or driving other individuals as needed. About a week prior to the festival, Golf Cart Drivers will be sent a link to a safety video that they must watch prior to the festival.



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## Exhibitor Set-up/Take-down

Assist exhibitors with bringing materials from their vehicles, setting up exhibits or breaking down and taking materials to their vehicles.

## Exhibit Promoter

Hold signs and direct people to indoor exhibits; give directions to facilities as needed.

## General Assistant

Fill-in as needed for other volunteers, run errands for coordinators; assist with troubleshooting any problems that arise. Friday General Assistants will help monitor sea wall and water stations.

## Info Booth

Distribute festival programs, answer attendees' questions. Give directions to restrooms, food/drink options, first aid tent, and lost and found. Monitor sea wall and door into Harbor Hall.

## Stagehand

Assist stage performers with setting up equipment and other needs.

## Parking Attendants

Monitor volunteer parking lot/trolley stops. Direct festival attendees to available parking options.

## Evaluator

Collect evaluation data from attendees using an iPad. Three-hour shifts include one hour of training and two hours of survey administration. Evaluators will approach festival goers and ask them to participate in a short, five-minute survey. Should be able and willing to approach festival attendants and encourage their participation in the survey.

## Saturday Evening

### Marketing Take-down and Banner Posting

Assist with preparing the festival site with various marketing materials/banners. Additional duties as needed.

### Heavy Lifting Take-down

Assist with set-up of generators, power cables, etc. Set-up tables, chairs, and other large/heavy items as needed. This is a physically strenuous job.