

### **Volunteer Job Description Registration**

Sell VegFest tickets and lunch tickets to walk-in participants. Take cash and make change for ticket sales. Take credit/debit cards using swipe system. Provide wristbands and lunch tickets to designate one or two-day purchases. Answer general questions about the event.

Be personable and welcoming - you are the first face of VegFest that people will see.

Be able to count cash and make change accurately and quickly.

Be able to use the card-swipe system efficiently.

Have a general knowledge of VegFest events to answer questions and direct people appropriately.

### **Volunteer Job Description Ticket Taker**

Take tickets/proof of purchase from pre-paid attendees and exchange for wristband and lunch tickets if purchased. Hand out programs and swag bags.

For those with no proof of purchase, look up information on computer and confirm purchase. Direct people to the exhibit area and auditorium. Answer general questions about the event.

Be personable and welcoming.

Have a general knowledge of VegFest events to answer questions and direct people appropriately.

### **Volunteer Job Description Parking Attendant**

Monitor the parking lot and direct drivers to open spots. Ensure reserved parking is maintained for speakers and event officials. Direct drivers to the drop-off area for passengers who have difficulty walking.

Notify event coordinator when parking lot has 20 or fewer open spaces. If parking lot is full, put out signs directing drivers to the overflow lot. Talk with drivers as they arrive to explain how to find the overflow lot and tell them about the shuttle service.

Be personable and welcoming.

Be polite but firm about the parking policy.

### **Volunteer Job Description Lunch Assistant**

Lunch assistants may do any of the following tasks:

- Assist caterer in lunch setup and plating of food.
- Take lunch tickets from attendees and direct them to the serving line.
- Explain the waste management/recycling system.
- Bus and clean tables as soon as spaces are vacated.
- Monitor recycling and waste disposal to ensure items are placed in the appropriate receptacles.

### **Volunteer Job Description Cooking Demo Assistant**

Assist chef with setup of cooking demo area. Ensure he/she has the necessary equipment and supplies. Ensure PA system is working properly. Problem-solve to make sure the demo goes smoothly. Hand out samples to audience.

### **Volunteer Job Description Speaker/Author's Corner Assistant**

Assist the speakers/authors in whatever way is needed to ensure a good interaction with participants. For book signings, ensure the author has a functioning pen and that the line for signing does not block access to other exhibit areas. Monitor the schedule and let authors know when