

2023 Tails N Trails Volunteer Job Description / Duties

VOLUNTEER ORIENTATION: Friday, October 6 – 6:30 PM – Evergreen Park

Volunteer T-shirt pick up & Directions for Day of

PLEASE ARRIVE NO LATER THAN 9:00 AM at the Volunteer “Check-In Area” (Pavilion). We will have a group photo and final instructions.

SCHEDULE

5K/3K RUN

- ❖ 8:00 AM – 8:15 – ARRIVE AT PAVILION
- ❖ 9:00 AM- Volunteer Orientation
- ❖ 9:15 AM - Group Picture
- ❖ 9:30 AM – 10:30 AM - Runner Pack Pick Up / Day of Registration
- ❖ 10:30 AM – WATER AID & RACE CREW VOLUNTEERS HEAD TO THEIR SPOTS
- ❖ 10:40 AM – RACE ANNOUNCEMENTS
- ❖ 10:45 AM – 1 Mile RACE LEAVES
- ❖ 11:20 AM – 5K RACE LEAVES
- ❖ 12:15 PM – RACE ENDS / AWARDS PAVILION

FESTIVAL

- ❖ 8:30 AM – 10:30- FOOD TRUCKS \ MARKET SETUP
- ❖ 11:00 AM – 4:00 PM FESTIVAL
 - 11:00 AM – 3:30 PM – FAMILY FUN ZONE
 - 11:30 AM – 4:00 PM –GARRY JONES MUSIC
 - 11:00 AM – 4:00 PM – ACE THE PIRATE
 - 1:00 PM – 3:00 PM – TRUNK N TREAT
 - 11:30 AM – 12:00 PM – DUCK HERDING DEMO
 - 1:00 PM – 1:30 PM – SUMMIT DISC DOGS
 - 2:00 PM – 3:00 PM – SUMMIT CITY DISC DOG PLAY
 - 3:00 PM – COSTUME PARADE AND CONTEST
 - 3:15 PM – HUMAN AND DOGGIE CONTEST
 - 4:00 PM – Festival Ends, Time for Clean Up

PLEASE FEEL FREE AFTER YOUR SHIFT TO ENJOY THE MANY FESTIVAL ACTIVITIES AND GRAB SOME FOOD FROM THE FOOD TRUCKS

Event MC (Master of Ceremonies)

- Host for the days of events.
- Announces over the loudspeaker events as they are about to take place.
- Encourages people to visit vendors.
- Encourages people to family zone and take part in the scavenger hunt.

Vendor Coordinator

- Check in and direct vendors to their market spots

Family Fun Zone

- Supervise and explain the games in the family zone.
- Must be able to stand for the duration of shift and walk around to monitor the family zone.

Registration

- Check-in online race registrants using paper check off sheet
 - **RUNNERS RECEIVE A T-SHIRT** if they registered **BY SEPTEMBER 23**
 - Those after SEPTEMBER 23 – Pull if available from day of shirt box
 - **Dogs w/ Owners – receive a roll of poop bags & goodie bag while supplies last**
- **Day of runners** fill out paper registration form with race waiver and take payment using square.
 - T-shirts if available from the day of box
- **Items Needed**
 - Runner Check-In sheets
 - Pens to mark off runners
 - Clipboards
 - Yellow & Red wristbands
 - **Yellow – 1 MILE**
 - **Red – 5K**
 - **T-shirts for runners (ORGANIZE BY LAST NAME, NOT BY SIZE)**
 - **Goodie bag & poop bag roll for those with dogs.**
 - *Square*
 - *Cash Box*
 - *Registration Papers*

REGISTRATION FEES – day of \$30 ADULTS, \$20 – students 22 & under

Race Crew/Course Marshalls

- **SAFETY IS OUR #1 Goal**
- Direct Runners on the Course
- Stop Runners if the intersection is not safe
- Can Wave the runners through the intersection if it is safe
- **Items Needed**
 - Event Shirt
 - Smile on Face
 - Map of Route

Water Aid Station

- Hand Out Water to Runners
- Cheer Runners on
- **Items needed**
 - Tent, Table, & Chairs
 - Water Jug
 - Cups
 - Trash Can & bag
 - Smiles

Tear Down

- Tear down Tents.
- Verify bathrooms are clean.
- Bag all garbage and place it in the back of truck.
- Remove Parking Signs & Flags
- Remove Event Signs
- Leave Park better than we found it

Setup

- Setup registration tables
- Setup water aid stations
- Setup Race Flags
- Setup Family Fun Zone
- Setup HARTA & Humane Society Tents

Photographer

- Capture the happenings during the event.

Shuttle Driver

- Shuttle Guests to and from parking areas to the festival area
 - All Guests shall park across the street in the Homier Field or
 - Along the Evergreen Rd

HARTA Tent

- Represent the HARTA board
- Pass out information regarding HARTA
- Sell HARTA goodies

Humane Society Tent

- Represent the Humane Society board
- Pass out information regarding Humane Society
- Sell Humane Society Goodies