

## 2023 Tails N Trails Volunteer Job Description / Duties

**VOLUNTEER ORIENTATION: THURSDAY, OCTOBER 5 – 6:30 PM**  
SCHENKEL STATION, 11 W STATE STREET (NEXT TO RAILROAD TRACKS)  
Volunteer T-shirt pick up.

### DAY OF EVENT SCHEDULE

#### 5K/1 MILE FUN RUN/WALK

- ❖ 7:30 AM – 9:00 AM – EVENT SETUP
- ❖ 8:30 AM – 8:45 AM – 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 & 5K RACE LEAVES (WITH DOGS)
- ❖ 11:20 AM – 5K RACE LEAVES (NO DOGS)
- ❖ 12:15 PM – RACE ENDS / AWARDS PAVILION

#### FESTIVAL

- ❖ 8:30 AM – 10:30- FOOD TRUCKS \ MARKET SETUP
- ❖ 10:00 AM – 4:00 PM – Dog Lure Course
- ❖ 10:00 AM – 4:00 PM FESTIVAL
  - 10:00 AM -4:00 PM – SCAVENGER HUNT
  - 12:30 PM – 4:00 PM –GARRY JONES MUSIC
  - 12:30 PM – 4:00 PM – Just Princess Things & Friends, with special guest from Hauntington
  - 1:00 PM – 3:00 PM – TRUNK N TREAT
  - 12:30 PM – 4:00 PM – SUMMIT DISC DOGS Learn, Play & Demos
  - 3:00 PM – COSTUME PARADE
  - 3:15 PM – HUMAN COSTUME AND DOGGIE CONTEST
  - 4:00 PM – Festival Ends, Time for Clean Up

**PLEASE FEEL FREE BEFORE OR AFTER YOUR SHIFT TO ENJOY THE MANY FESTIVAL ACTIVITES 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.

### Market Vendor Coordinators

- Check in and direct vendors to their market spots

### 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 or use last year's T-shirts.
  - **Dogs w/ Owners – receive a roll of poop bags & goodie bag while supplies last.**
- **Day of runners** fill out paper registration form or scan the QR code to complete with their phone and

### 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.
- Stationary position

### Water Aid Station

- Hand Out Water to Runners
- Cheer Runners on

### 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.
- Minute to win it game – pumpkin toss, ring toss, etc.
- Sell HARTA goodies.

### **Humane Society Tent**

- Represent the Humane Society board.
- Pass out information regarding Humane Society
- Minute to win it game – pumpkin toss, ring toss, etc
- Sell Humane Society Goodies

### **Dog Lure Course**

- Explain how the course works.
- Have participants sign waivers.
- Charge, \$5 for 2.5 minutes

### **Parking**

- Directs guests to their designated parking areas.
  - Vendor
  - Volunteers
  - Food Trucks
  - Guests
- Keep Cars off Grass near newly planted trees.