

DOVETON SHOW VOLUNTEERING INFO PACK

JOB DESCRIPTIONS



Role	Job Description
'Ask me' / Concierge	<ul style="list-style-type: none">• Stay in assigned area.• Wear ask me vest and volunteer lanyard• Help direct visitors to what they're looking for• Assist with lost children• Hand out maps and lost children wristbands
Ticket Box Operators	<ul style="list-style-type: none">• Cash Handling• Ticket Sales & Issue Tickets• EFTPOS Machine payments
Train Ride Helpers	<ul style="list-style-type: none">• Collect tickets• Direct people to train carriages• Close all carriage doors and tell people to stay sitting down and keep arms and legs inside carriages.• Once the train carriages are filled, please ensure that remaining queueing people are behind the chain at the entrance of the queueing area. The train can not leave until all people remaining in the queue are behind the chain.• Keep people out of train parking area• Give train ride tickets back to person in ticket box to re-sell.
Presentation Team	<ul style="list-style-type: none">• Do a lap of the main farm area picking up rubbish and monitoring rubbish, CDS and cardboard waste bin levels.• Speak to the presentation coordinator and exchange full bin with an empty one if needed• Walk around with rubbish bag/ bucket for people to use.• Stallholders aren't permitted to dispose of their waste in our/Myuna farm bins EXCEPT for:<ul style="list-style-type: none">◦ Large cardboard boxes can go in the recycling skip



	<ul style="list-style-type: none"> ○ Bottles/cans can go in the CDC bins ○ Composting can go in the composting bins handed out by CoC Waste team ● All other waste generated by stallholders MUST be removed from the site and taken with them. ● Encourage and educate patrons on correct bin use (i.e. recycling, general waste, CDS bottles etc)
Refreshment Runners	<ul style="list-style-type: none"> ● Please check in with the area coordinator who will provide instructions on tasks required. ● Located in signal box (yellow building near stage) ● Take water out to volunteers in fixed positions (ask me, ticket boxes, train drivers)
Photography	<ul style="list-style-type: none"> ● Photography of show day activity, including list provided by volunteer coordinator.
Mascots & Mascot Helpers	<ul style="list-style-type: none"> ● The mascot and mascot helper must always be together when actively roaming the farm. ● Wearing of one of three mascots available ● Walking around the farm with the mascot helper ● Posing for pictures with children ● Please do not go into any confined spaces or be alone with a child at any time. ● Communication between helper and mascot wearer to monitor hydration, heat/cool temperatures etc.
Front Gate (Men's Shed)	<ul style="list-style-type: none"> ● Please arrive at 9:15 am. ● Count all people including children coming into the event. ● Have people counting people leaving the event (for an idea on event capacity) ● You will be thoroughly inducted on the day by event staff and we will provide your vests and lanyards



	<ul style="list-style-type: none">• Please ensure that you encourage patrons who may not have change to drop in any change on their way out.
Not Rostered on anything?	<ul style="list-style-type: none">• Please take some time to have a break, eat, drink.• Things may change on the day so please be aware that you may be needed in different positions when not rostered on anything.