

Pumpkin Festival Volunteer Job Descriptions

October 8 & 9, 2011

Telephone Assistant

Answer telephones in the administration center and answer inquires about the festival.

Pumpkin Patch Cashiers

Collect money (cash, check, credit card) for items being purchased; prior cashiering experience is helpful.

Pumpkin Measurers Measure pumpkins and price them according to size, assign price to guest for payment at the cashier stand

Pumpkin Daycare Attendants Watch pumpkins while visitors enjoy festival activities, tag pumpkins with a number and reunite visitors with their pumpkins when they are ready to leave, accept donations for services.

Receipt Checkers- Entrance & Exit of Pumpkin Patch

Check receipts at pumpkin patch exit to ensure payment of all items leaving pumpkin patch.

Front Gate Cashiers

Collect admission fees (cash, check, credit card), provide festival information to guests; prior cashiering experience is a plus.

Children's Craft Area Assistants

Engage children in various pumpkin / autumn related crafts, involves some set up and clean up.

Concessions Booth Attendants Take and fill requests for beverages (soda, water), collect money and manage cash box.

Information/Lost & Found Booth Attendants

Welcome and greet visitors to the Pumpkin Festival. Familiarize yourself with the Festival procedures and answer guests' questions accordingly. Provide directions using the map to offer locations to the restrooms, stage, vendors, handicap assessable parking, historical farm house, etc.

Volunteer Check-In Assistant

Check in volunteers and direct them to their volunteer job assignments, provide nametags and job descriptions.

Relief/Floater Volunteer

Rotate between various volunteer positions to provide lunch breaks to other volunteers.

Lunch Volunteer

Set-up volunteer lunch area, keep lunch area clean & food stocked and clean up after volunteer lunch.

Digger & Digger's Companion

Dress up at the Mordecai Children's Garden mascot. (Digger)

Walk around festival area with Digger. (Digger's Companion)

Pumpkin Ring Toss & Pumpkin Bowling

Engage with children in various pumpkin activities. This involves some set-up and clean up.

Volunteer must feel comfortable speaking to children and parents.