

**2017 Portarlington Mussel Festival**

 **Volunteer Application Form**

Upon receipt of your application you will receive your Volunteer Handbook and an invitation to attend the Volunteers Information Night.

**PERSONAL DETAILS**

*Please note that all information supplied remains confidential.*

First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Family name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age group under 18 (pls specify) 18 – 35  36 – 59  60 + T-Shirt Size \_\_\_\_\_\_\_\_\_\_\_\_\_

**When are you available to assist?**

|  |  |
| --- | --- |
| **Day** | **Select your availability**  |
| **Friday 13th January Morning** |  |
| **Friday 13th January Afternoon** |  |
| **Saturday 14th January Early Morning**  |  |
| **Saturday 14th January Morning** |  |
| **Saturday 14th January Afternoon**  |  |
| **Sunday 15th January Morning**  |  |
| **Sunday 15th January Afternoon** |  |

**Please indicate your preferred role from the role descriptions attached to this form and we will accommodate preferences where possible**

1).……………………………………………….…………………………………………………………………….

2)……………………………………………………………………………………………………………………...

3)………………………………………………………………………………………………………………………

 **I give my permission to be added to the Portarlington volunteer data base**

Please return form to: Raeleen Donovan, 41 Rigby St, St Leonards 3223 or by return email.

**Email: volunteer.pmf@gmail.com**

**Mobile: 0407 430 282**

**Please Return Application Form by Wednesday 21st December 2016**



**Role Descriptions**

**Friday Roles 9am-6pm**

Morning and afternoon set up involves manual labour, this includes lifting, bending and carrying heavy loads.

Jobs include: - line marking, stages and cooking tent setup, table and chair set up, art boards and Parks Hall set up, marquee set up, gate entries set up, fencing set up, signage set up.

Afternoon jobs- lighter job roles include: - information booth set up, merchandise tent set up, folding of t-shirts, preparation of cleaning supplies, administration duties, preparing lanyards.

**Saturday Roles 5.30am-6pm (each shift is approximately 3 hours)**

Stall holder set up (5.30am-9.30am) - walking and guiding stallholders to site.

Festival ground set up (5.30am-9.30am) - Manual Labour.

Entry/ Exit gates (8.45am-5pm) - long periods of standing/ holding heavy buckets/ customer service skills.

Brochure Handout (9am-5pm) - long periods of standing/ handing out site maps/ customer service skills.

Volunteer check in / information booth (8.30am-4.30pm) - customer service skills.

Food and Beverage Attendants (10.30am-5pm) - walking and cleaning.

Rover (9am-5pm) - Walking, lifting, carrying, communication skills, using a phone or radio to monitor volunteer needs throughout the day.

Site clean-up during festival (10.30am-5pm) - picking up rubbish during the day.

Road closure/ pedestrian crossing attendants (9am-5pm) - monitoring the safety of festival patrons in crossing the road.

Clean up at end of festival and marquee breakdown (5pm till required) – manual labour/ bending and lifting.

**Sunday Roles 9am-3pm**

Clean up of site – manual labour/ bending and lifting.

Morning and afternoon pack up involves manual labour, this includes lifting, bending, carrying heavy loads.

Job roles include: - stages and cooking tent pack up, table and chair pack up, art boards and Parks Hall pack up, marquee pack up, gate entries pack up, fencing pack up, signage pack up.

**Please note if you have any questions regarding Role Descriptions, contact Raeleen on 0407 430 282 or Sheryl on 0419 895 533 or you can email volunteer.pmf@gmail.com**