**2019 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 / Time**  | **Select your availability**  |  **Additional Comments/ Notes:** |
| **Friday 11th January Morning** |  |  |
| **Friday 11th January Afternoon** |  |
| **Saturday 12th January Early Morning** |  |
| **Saturday 12th January Morning** |  |
| **Saturday 12th January Afternoon** |  |
| **Sunday 13th January Morning** |  |
| **Sunday 13th 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 by the **21st December 2018** to: Donna Stankovski, 8 Adriatic Crt, Norlane West 3214 or by return email.

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

**Mobile: 0438 303 768**

 **Role Descriptions**

**2019**

**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.

**Saturday Roles 5.30am-6pm**

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 (9:15am-5pm) - long periods of standing/ handing out site maps/ customer service skills.

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

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

Fence Monitor - Esplanade

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

Children’s Area – Bouncing Castle Monitor, Titanic Monitor. Ensuring the safety guidelines/activity rules are followed ie No Shoes to be worn on the Bouncing Castle. **Please note that you will require a valid Working with children Permit to work in this position. If you do not have a permit and wish to apply for a Volunteer Permit please go to** [**http://www.workingwithchildren.vic.gov.au**](http://www.workingwithchildren.vic.gov.au) **. There are no fees attached to the application of this permit however the Post Office may charge a fee for the required photo. The process takes approx. 5 weeks from application to receiving your card in the mailbox. If you have any queries please contact Donna.**

Children’s Area – Gate Monitor

Tail Sweeper – One Position/shift available 2pm to 3pm. To work with Toby the Dinosaur while roving the festival. TBA on further instructions on the day from the Entertainment.

**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, site cleaning.

**Please note if you have any questions regarding Role Descriptions, contact Donna on 0438 303 768 or Sheryl on 0419 895 533 or alternatively you can email volunteer.pmf@gmail.com**