



# Volunteer Job Description Form



- **Event:** RVA East End Festival
- **Department/Organization:** EnRichmond Foundation
- **Website:** <https://enrichmond.org/events/rva-east-end-festival/>

### Volunteer Positions:

- |                     |                       |  |
|---------------------|-----------------------|--|
| 1. Information Tent | 2. Volunteer Tent     | 3. Entrance Greeter                      |
| 4. Kids Zone        | 5. Data Collection    | 6. Bucket Brigade (donations collection) |
| 7. Eco Stations     | 8. Beer/Wine Service* | 9. Set-up Crew                           |
| 10. Clean-up Crew   |                       |  |

\* (21 and older)

### Work Site Location (if more than one location, add locations as corresponding w/ positions above):

All positions will report to and serve at the 17<sup>th</sup> Street Farmer's Market (100 N. 17<sup>th</sup> Street, RVA 23219). Volunteers will report to the volunteer tent.

### Volunteer Job Duties:

All positions are geared toward ensuring visitors have a great experience. The primary duties of the volunteers are to smile, greet visitors, and assist as needed (low-level support) in their chosen areas of service.

### Skills Required:

Be customer-service oriented (smile, greet attendees and, assist as needed).

<u>Days</u>	<u>Project Date(s)</u>	<u>Start Time</u>	<u>End Time</u>
Friday	5/25/18	4:00 p.m.	7:00 p.m.
Friday	5/25/18	6:00 p.m.	9:00 p.m.
Saturday	5/26/18	11:00 a.m.	2:00 p.m.
Saturday	5/26/18	2:00 p.m.	5:30 p.m.
Saturday	5/26/18	5:00 p.m.	9:00 p.m.

### **To sign up as a volunteer, please go to:**

[https://docs.google.com/forms/d/e/1FAIpQLSf\\_B6ZccQ6UoK4unvcWUJVysq\\_zZfxLfgDzeTV6kG9OEKtPNQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSf_B6ZccQ6UoK4unvcWUJVysq_zZfxLfgDzeTV6kG9OEKtPNQ/viewform)

### **Contact Person:**

Cheryl Groce-Wright  
(Chair – Volunteer Committee)

### **Contact E-mail**

[cheryl@nrccafe.org](mailto:cheryl@nrccafe.org)

### **Contact Phone:**

[\(804\) 864-5797](tel:(804)864-5797)