

## Volunteer Check In Crew Description

This Crew is responsible for the daily Checkin In of all Vancouver Island MusicFest Volunteers as well as the distribution of proper Volunteer Credentials and wristbands to all MusicFest Volunteers. Volunteer Check In opens on the Wednesday before the Festival and continues to operate through the Sunday of the Festival.

Although this Crew is mostly 'Self Recruiting' we sometimes need to consider Volunteer Applications.

Our Crew will consider Volunteers who:

- Can clearly understand and can comfortably communicate in English with large numbers of people over a number of hours.
- Are able to decipher and implement simple colour coding procedures.
- Are able to read and understand typed check in forms as well as follow strict check in procedures laid out by the Coordinator and Supervisors.
- Have the capacity to be polite, courteous and helpful at all times. This Crew is often the initial Festival interaction for many Volunteer and we need to make it a pleasant one.
- Are able to stand for long periods of time.
- Are flexible in shift changes if necessary
- Will take the time to know their shift Supervisor and to defer difficult situations to them.
- Are able to occasionally lift heavy items.
- Will orient themselves to the layout of the Festival (bathrooms, main gate, camping etc.) so as to be prepared to answer any questions Volunteers may have.