



Thank you very much for volunteering your time to assist us in the education of our future!

VOLUNTEER OPPORTUNITIES – subject to change without advance notice.

<p>HEALTH & SOCIAL SERVICE ASSISTANTS</p>	<p>Provide survey for completion to health and social service providers. Assist vendors and health service providers with general information throughout the day. Maintain flow of traffic in assigned areas; ensure that service providers are providing the services as listed and described in their booth regulations throughout event day. Volunteers are responsible for all other duties as assigned.</p>
<p>TAKE DOWN (SHIFT #3) SET-UP (SHIFT #1)</p>	<p>Set Up/Tear Down volunteers will be expected to assist in preparing the event location for event day and returning the event location to pre-event condition at the conclusion of the event.</p> <p>Coordinate receiving, warehousing, inventorying, accounting, storing, staging, and movement of all goods being used by the Mayor’s “Back-to-School” Fair</p>
<p>LINE AIDS</p>	<p>Volunteers will assist patrons in identifying the designated parking lot, the line for on-site registration and the line for those who have already pre-registered (this position requires one to be outside for the duration of the volunteer shift). Assist Fire and Police Explorer Post in ensuring that the lines are formed according to plan. Be prepared to answer criteria necessary to receive school supply packs and if</p>

	<p>necessary assist in completing application.</p> <p>Volunteers are responsible for all other duties as assigned.</p>
FACILITY MONITORS/ TROUBLE SHOOTERS	<p>The duties vary from ensuring that each facility has a volunteer and/or police officer at each exit/entrance to ensuring that non-credentialed guests from entrance to specified locations and assist with crowd control. Direct traffic to registration, vendor booths, volunteer depot, etc. Trouble shoot where needed as directed by event day supervisor.</p> <p>Volunteers are responsible for all other duties as assigned.</p> <p>Monitoring grounds where event patrons are gathered to ensure safety and compliance.</p>
OPERATION CHILD FIND ASSISTANTS	<p>Supervise lost children area and assist children with structured activities under the supervision of a licensed child care director. Calm and reassure lost children. Inform on-site mobile command center (Police Command Post) of lost children and provide details of lost children to information booths. Assist in the re-connect of children/guardians. Volunteers are responsible for all other duties assigned.</p>
INFORMATION & REFERRAL	<p>Information volunteers must have a general understanding of the event. Information and Referral volunteers will have a working knowledge of the events taking place in and around the Centennial Hall, Automobile and Grand Place facilities. Volunteers will give information about the registration area, Frequently Asked Questions (FAQ's), directions, transportation options, points of interest, restaurants, and service providers on site.</p> <p>Vital link to connect event patrons to services and event staff.</p> <p>Volunteers are responsible for all other duties as assigned.</p>

<p>FOUNTAIN DRINK/REFRESHMENT ASSISTANTS</p>	<p>Serve Coca Cola Bottling of North Texas (Official event beverage sponsor) soft drinks to event patrons. Monitor hydration stations located throughout the park for event patrons. Ensure hydration stations are stocked with cups and water for event patrons. Check and maintain inventory throughout the day</p>
<p>SCHOOL SUPPLY DISTRIBUTION</p>	<p>Collect vouchers from clients and distribute the appropriate school supply pack(s). Providing courteous and helpful assistance throughout the day. Ensure that patrons are compliant, meaning they have a voucher and completed Value Check Point Form with the equivalent of three stamps.</p> <p>Volunteers are responsible for all other duties as assigned.</p>
<p>REGISTRATION</p>	<p>Registration volunteers will greet each event patron and verify they have completed each of the forms necessary to receive a school supply voucher and a value check point form. Registration volunteers will be provided a clip board (for return upon completion of their assigned shift(s)) and the forms necessary to support registration. Troubleshooting where necessary for patrons who have lost their voucher and/or value check point form.</p> <p>Volunteers are responsible for all other duties as assigned.</p>
<p>HYDRATION STATION ASSISTANTS</p>	<p>Fair Park Special Events Staff will provide containers and identify locations throughout the park for hydration stations.</p> <p>They will also fill containers with cold water, cups and trash containers to collect discarded cups.</p> <p>Volunteers assigned to this area will monitor and ensure that the water containers are re-filled as needed and cups replenished (trash emptied as needed throughout the day).</p>

	<p>Volunteers are responsible for all other duties as assigned.</p>
VOLUNTEER ASSISTANTS	<p>Volunteer Assistants needed for both Volunteer Depots (Automobile and Centennial Buildings) which will serve as the headquarters for volunteer operations. Volunteer assistants will provide check-in/check-out assistance, provide volunteers with their assignments and other necessary items, distribute lunch, bottled water to volunteers, distribute and collect supplies (i.e., buttons, clipboards, pens/pencils, etc.).</p> <p>Volunteers are responsible for all other duties as assigned.</p>
EDUCATION SERVICE ASSISTANTS	<p>Provide survey for completion to education service providers. Assist vendors and education service providers with general information throughout the day. Maintain flow of traffic in assigned areas; ensure that service providers are providing the services as listed and described in their booth regulations throughout event day.</p> <p>Volunteers are responsible for all other duties as assigned.</p>
SURVEY TAKERS/COUNTERS	<p>Provide survey for completion to event patrons and maintain traffic flow in assigned areas. Provide information and assistance as necessary to event patrons. May also be responsible for keeping track of the number of patrons entering the event.</p> <p>Volunteers are responsible for all other duties as assigned.</p>