



## VOLUNTEER INTEREST FORM

NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADULT VOLUNTEER (AGE 18+): \_\_\_\_\_ UNDER AGE 18 VOLUNTEER: \_\_\_\_\_

I would like to volunteer for America on Main Street taking place on Saturday, June 14, 2014.  
Please check all that apply.

### Volunteer Times

Friday, June 13<sup>th</sup> (set-up)

Evening

Saturday, June 14<sup>th</sup>

7:00 to 10:00 am

10:00 am to 1:00 pm

1:00 to 4:00 pm

4:00 to 7:00 pm

7:00 to 10:00 pm

Whenever Needed

### Areas of Interest (see reverse for job descriptions)

- Decorations
- Event Activity Line Controller
- Event Assistant (Runner)
- Greeters
- Grounds Beautification
- Kids' Craft Booth Assistant
- Naturalization Ceremony
- Opening / Closing Ceremonies
- Sales Booths
- Set-up and Tear Down
- Stage Operations Assistant
- Wherever Needed

Other volunteer interest. Please specify: \_\_\_\_\_

Comments / Limitations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you possess a Food Handler's Card? \_\_\_\_\_

Thank you for your interest in America on Main Street.

City of El Cajon • 200 Civic Center Way • El Cajon, CA 92020 • (619) 441-1676

email: [jalon@cityofelcajon.us](mailto:jalon@cityofelcajon.us)

[www.cityofelcajon.us](http://www.cityofelcajon.us)



## **Job Descriptions**

**Decorations:** Assist staff in putting up decorations around the America on Main Street grounds. Must be in good physical condition, able to stand and walk for an extended period of time, possibly climb on a ladder and lift 30+ lbs.

**Event Activity Line Controller:** The activity line controller will be responsible for assisting with keeping participants in a line that does not obstruct traffic flow for different activities. Activity line controllers will be stationed at different event zones and will also provide breaks for other volunteers during the day. Must be able to stand for long periods of time, possess good people skills, and be able to communicate clearly to give directions when needed.

**Event Assistant (Runner):** Must be able to perform various tasks throughout the event. Assisting with anything related to headquarters' operations, such as delivery of programs, stamps/ink, etc. These volunteers must be self-motivated, reliable, and responsible. Must be in good physical condition, able to stand and walk for an extended period of time and lift 30+ lbs.

**Greeters:** Volunteers will stand at the entrances of the event and welcome patrons. Must be very friendly and outgoing. Must have the ability to stand and walk for extended periods of time and be able to stay on task.

**Grounds Beautification:** Assist in trash pick-up and keeping grounds, tables, and chairs clean. Volunteers should be self-motivated.

**Kids' Craft Booth Assistants:** Assist in Kids' Craft Booths by distributing and assisting youth with simple projects. Needs to maintain craft activity supplies and keep booth organized and tidy. Should be able to work well with youth and have good customer service skills.

**Naturalization Ceremony:** Assist with directions for new citizens, line control, seating for citizens and guests etc. Must be able to stand and walk for extended period of time, possess good people skills, and be able to communicate clearly to give directions when needed.

**Opening / Closing Ceremonies:** Assist with procession traffic control during event. Must be able to stand or walk for an extended period of time while holding directional signs.

**Sales Booths:** Volunteers will sell beverages and souvenirs to the public. Must have ability to cashier and take direction well, be friendly and outgoing, and have good customer service skills.

**Set-up & Tear Down:** Assist staff in the set up and tear down of tables, chairs, canopies, equipment, signs, etc. Volunteers must check all booths for any problems. Must be willing to help exhibitors move their equipment back to parking lot. Volunteers must be detail-oriented, in good physical condition, able to stand and walk for extended periods of time, possibly climb on a ladder, and lift 30+ lbs.

**Stage Assistant:** The stage assistant will help the recreation staff and MC to work with performers scheduled and to help keep track of entertainment schedule for the day. Must possess good people skills with ability to communicate clearly with different ethnic groups. The stage assistant will also help with any setup and breakdown of one or both stage areas as needed. Must also be in good physical shape, with the ability to lift 30lbs and be able to walk to and from both stages when needed.

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