

## **SelbyFest Volunteer Position Descriptions**

### **Job title:**

Volunteer Promotion Team Member

### **Number of people in the team:**

x1-2 volunteers

### **Job Overview:**

This role involves engaging with local businesses and organisations for the promotion of the festival. You will be provided a stack of approximately 50-110 SelbyFest posters (A4 & A5) and blutack and will visit Café's and other businesses to ask if they would present a poster within their window/ storefront. This role begins 2 months prior to the festival (deadline for posting is 26<sup>th</sup> September). You will be provided a brief bit of information about the festival in case you are queried by community members. Any remaining posters will need to be returned to Selby Community House, and/or given out to community members as flyers.

### **Responsibilities and duties:**

- Drive/ walk to designated suburbs in the Yarra Ranges
- Visit café's and local businesses within designated areas and ask if you can leave/ tack posters in their shop
- Discuss with community members about the festival

### **Specific skills:**

- Capacity to walk up and down streets of local suburbs
- Preferably able to drive, or travel to suburbs such as Monbulk & Emerald
- Confident talking to shop-keepers and local community members
- Friendly demeanour

### **Locations:**

You will be asked to drop off flyers within the following suburbs. Please note, you will need to drop off as many flyers as possible to café's and businesses.

- Monbulk (x15)
- Emerald (x20)
- Belgrave (x15)
- Upwey (x17)
- Tecoma (x7)
- Kallista (x7)
- Olinda (x12)
- Upper Ferntree Gully (x5)
- Sassafrass (x12)

**Job title:**

Volunteer Waste Management Team Member (Rubbish collection)

**Number of people in the team:**

x2 volunteers

**Job overview:**

This role involves the monitoring and maintenance of waste during the SelbyFest event. You will be required to empty bins when they are full, and store them within the Office until the end of the festival. The role requires you keep an eye-out for any rubbish that is left unattended, and to put it in the relevant bin. It is important that you review the SelbyFest Waste Management Plan during your induction.

**Responsibilities and duties:**

- Monitoring bins to see if they are full, emptying into bin-bags as required and storing in The Offices
- Collecting rubbish from around the festival grounds and putting into bins
- Volunteers will check whether the correct rubbish is within the right bins
- Ensuring people do not throw away Green My Plate items (and if they do, returning them to the Green My Plate truck/ team members)
- Communicating with the patrons regarding the processes and relevant information about the Waste Management Plan

**Specific skills:**

- Attention to detail
- Capacity to walk around festival for duration of 6 hours (with multiple breaks)

**Job title:**

Volunteer Waste Management Team Member (Green My Plate)

**Number of people in the team:**

x2 volunteers

**Job overview:**

This role involves the monitoring and maintenance of Green My Plate crockery, cups and cutlery and returning them to the Green My Plate truck. You will be introduced to the Green My Plate service, and they will inform you about the practices and ethics of their company. In turn, you will communicate this information to patrons of the festival, acting as a representative of the organisation, Selby Community House and the sustainability efforts of both businesses.

**Responsibilities and duties:**

- Monitoring the festival for any unattended crockery, cutlery and cups
- Taking crockery, cutlery and cups to the Green My Plate truck/ team members
- Ensuring people do not throw away Green My Plate items
- Communicating with the patrons regarding the processes and relevant information about the Waste Management Plan and the Green My plate service
- Reporting the Green My Plate Coordinator

**Specific skills:**

- Attention to detail
- Capacity to walk around festival for duration of 6 hours (with multiple breaks)
- Friendly and communicative with patrons of festival

**Job Title:**

Volunteer Traffic Control Team Member

**Number of people in the team:**

x4 volunteers; x2 working at a time

**Job Overview:**

You will be situated in either of two locations, outside the Festival grounds. You will communicate with the other Traffic Control volunteer about parking availability, report to the House Manager about any incidents and ensure congestion is minimised. You will be required to read the SelbyFest Traffic Management Plan during your induction.

**Responsibilities and duties:**

- Stand/ sit at either of two locations (Charles St X Belgrave-Gembrook Road / Wombalana X Charles St)
- Hold a large SelbyFest Sign, wear a high-visibility vest
- Use a walkie-talkie to communicate with other Traffic Control Team Member regarding parking capacity
- Communicate with patrons in vehicles and/or on foot regarding parking, festival processes, and travel routes to festival
- Work a x3 hour shift, swapping over half-way through the festival
- Report any traffic congestion or incidents to the House Manager using your walkie-talkie

**Specific Skills:**

- Friendly and communicative demeanour
- Confident talking to strangers

**Job Title:**

Volunteer Festival Crier (announcer)

**Number of people in the team:**

x1 volunteer

**Job Overview:**

You will be given a megaphone that you will use to announce any upcoming events or incidents that are relevant for the festival patrons to know about. You will be required to announce information twice; once in the market area, and then in the Community House. The information will be provided to you via a walkie-talkie if it is an incident to report, and you will be provided a timeline of the festival that you will announce. You will announce upcoming events/ performances 10-15 minutes before they occur. If you would like, you can wear a costume. You will also become a port-of-call for festival patrons, and thus will need to carry a map and timetable for reference.

**Responsibilities and duties:**

- Announce via megaphone to the festival patrons
- Listen to walkie-talkie for any relevant updates (e.g. lost person)
- Communicate with festival patrons about where to find areas of the festival
- Keep track of timetable and report 10-15 minutes before upcoming events
- Work for the duration of the festival (x6 hours)

**Specific Skills:**

- Friendly and communicative
- Attention to detail
- Timely and prompt

**Job Title:**

Volunteer Festival set-up team member

**Number of people in the team:**

x3 volunteers

**Job Overview:**

Before the event commences (2pm), you will assist the SelbyFest team in the decoration and setting-up of the festival. The role requires you to arrive at Selby Community House at 10am. You will be working until the festival begins (x4 hours). Within the set-up you will assist performers, stall-holders, artists in their preparation and you will put up SelbyFest decorations around the festival grounds.

**Responsibilities and duties:**

- Liaise with stallholders, performers, artists and assist if required
- Decorate the festival grounds with SelbyFest decorations

**Specific Skills:**

- Willingness to assist people in setting up stallholder stands, art-spaces and music
- Creative flair for decorating

**Job Title:**

Volunteer Pack-down Team Member

**Number of people in the team:**

x3 volunteers

**Job Overview:**

After the conclusion of the festival you will be helping the SelbyFest team to pack-down the decorations, café and other aspects of the festival. You will be required to empty the rubbish that is within the Office and put it into the wheelie bins that are located on Wombalana Rd (out the front of Minak Reserve). This will take approximately 2 hours.

**Responsibilities and duties:**

- Packing down the festival decorations (without damaging) and returning to SelbyFest box
- Putting rubbish into wheelie bins
- Cleaning up any rubbish left from festival patrons

**Specific Skills:**

- Attention to detail
- Ability to clean up for 2 hours after festival (until 10pm)

**Job Title:**

Café Sales Assistant

**Number of people in the team:**

x2 volunteers

**Job Overview:**

This role requires you to attend the Selby Café, greeting customers, packing food and handling cash and Eftpos sales. You will be working with a team of Café attendants and selling a range of different products. You will be given the price list and inducted into the products that are for sale. It is a requirement that you have your Food Handling Certificate.

**Responsibilities and duties:**

- Handling cash and Eftpos sales
- Keeping record of sales in sales-book
- Greeting customers and directing them to information-personnel and/or first aid officer (who are also at the café)

**Specific Skills:**

- Food Handling Certificate
- Basic MATH skills
- Friendly and communicative demeanour



**Job title:**

Volunteer Butterfly Enclosure Attendant

**Number of people in the team:**

x2 volunteers

**Job overview:**

This role requires the volunteer to handle cash sales and manage attendee's as they enter into the Butterfly Enclosure, during SelbyFest 2022. You will be instructed about basic information about the Butterfly's so you can answer any questions patrons may ask.

**Responsibilities and duties:**

- Monitoring bins to see if they are full, emptying into bin-bags as required and storing in The Offices
- Collecting rubbish from around the festival grounds and putting into bins
- Volunteers will check whether the correct rubbish is within the right bins
- Ensuring people do not throw away Green My Plate items (and if they do, returning them to the Green My Plate truck/ team members)
- Communicating with the patrons regarding the processes and relevant information about the Waste Management Plan

**Specific skills:**

- Friendly and communicative
- Basic money handling/ math skills
- Confident talking to strangers