

Land Fund Coordinator /Team

The successful applicant must be highly organized, able to do simple math, able to maintain and keep accurate records. He/she must also be friendly, personable, possess strong problem solving skills, and able to deal with the public in a polite and tactful manner. The time commitment during festival is on a daily basis as needed and post festival time commitment will be approximately 10-12 hours.

Pre-festival duties consist of the following:

- Attend Dragonfest meetings as necessary or required.
- Attend the site visit in order to insure the spot needed for the Land Fund Booth is available and locked in
- Order T-shirts
- Determine what, if any, additional items to sell at the Land Fund Booth.
- Propose the sale of said items.
- Procure said items.
- Rolling and marking pre-ordered shirts with PID's.
- Inventory and purchase supplies needed for the Land Fund Booth.
- Ensure the Kiosk Coordinator/Lieutenant has the Volunteer Shift Requirements.

Festival duties consist of the following:

- Arrive on site in time for set-up to be able to coordinate with the Set-up Crew set of Land Fund Booth
- Set up of the Land Fund Booth for opening.
- Beginning inventory of all items that belong to/will be sold at the Land Fund Booth.
- Staffing the Land Fund Booth during festival which includes, but is not limited to:
 - Teams of two will take shifts at the Land Fund Booth each day during festival. Hours of staffing will be determined prior to the beginning of the festival.
 - Training Land Fund Booth volunteers in their responsibilities for their work shifts
 - Teams will be responsible for the handling of cash and merchandise.
 - Teams will hand out pre-ordered shirts.
 - Teams will accept donations of cash and merchandise for the Auction.
 - Teams will take daily inventory of stock in the Land Fund Booth.
 - Teams will reconcile receipts with cash drawer at the end of each day.
 - Teams will be responsible for auctioning donated items. The manner in which is yet to be determined.

Post festival activities consist of:

- The Coordinator and entire team will be responsible for being at the Land Fund Booth at approximately 10:00 AM the last day of the festival to inventory and tear down the booth.
- Turn in Work Shift Sheets to Kiosk and turn in remaining paperwork to Department Head

Land Fund Booth Volunteer Responsibility

All Land Fund Booth Volunteers responsibilities will be at the discretion of the Land Fund Team.

- Primary responsibilities will be to help with inventory at the beginning and end of the day.
- Hand out merchandise at the request of the Land Fund Team.
- Assist with opening/closing the Land Fund Booth day.
- Errands as necessary throughout the shift as requested by the Land Fund Team.
- Volunteers will be required to help with inventory and tear down of the Land Fund Booth the last day of fest.
- Any other duties as assigned.