

Shuttle Coordinator

The successful applicant must possess a valid driver's license, be able to communicate clearly, friendly, personable, possess strong problem solving skills, and able to deal with the public in a polite and tactful manner. The pre-festival time commitment consists of regular attendance of all Dragonfest Meetings and a minimum of 10-20 hours prior to festival start. The time commitment during festival is on a daily basis as needed. Post festival time commitment is minimal if any

Pre-festival duties consist of the following:

- Attend Dragonfest meetings as necessary or required.
- Ensure the Kiosk Coordinator/Lieutenant has the Volunteer Work Shift Requirements
- Recruit vehicle(s) to be used for shuttle
- Notify Director of Operations of any scholarship(s) to be given in exchange for use of vehicle(s).
- Inform department head of all staff members on shuttle crew.
- Coordinate with Director of Operations to make sure petty cash will be available for gas.
- Inspect vehicle(s) for safety

Festival duties consist of the following:

- Meet with each volunteer before their shift to verify they have a valid driver's license and to go over rules and emergency procedures.
- Make sure each volunteer signs the work-shift sheet provided by Kiosk to get credit for their shift
- Check vehicle for safety - tires inflated, adequate gas etc... after each shift
- Ensure all shifts are covered
- Be available on an as needed basis to answer questions the volunteer staff may have

Post-festival duties consist of the following:

- Turn in receipts for gas to Director of Operations and turn in work-shift sheet(s) to Kiosk.

Shuttle Lieutenant

The successful applicant must possess a valid driver's license, be able to communicate clearly, friendly, personable, possess strong problem solving skills, and able to deal with the public in a polite and tactful manner. The pre-festival time commitment consists of regular attendance of all Dragonfest Meetings and a minimum of 5-10 hours prior to festival start. The time commitment during festival is on a daily basis as needed. Post festival time commitment is minimal if any

Pre-festival duties consist of the following:

- Attend Dragonfest meetings as necessary or required.
- Assist the Coordinator in recruiting vehicle(s) to be used for shuttle
- Assist the Coordinator in inspecting vehicle(s) for safety

Festival duties consist of the following:

- Meet with each volunteer before their shift to verify they have a valid driver's license and to go over rules and emergency procedures when the Coordinator is not available
- Make sure each volunteer signs the work-shift sheet provided by Kiosk to get credit for their shift
- Check vehicle for safety - tires inflated, adequate gas etc... after each shift when Coordinator is not available
- Ensure all shifts are covered
- Be available on an as needed basis to answer questions the volunteer staff may have when the Coordinator is not available

Post festival duties consist of the following: None