

## Wood Shed Coordinator

The successful applicant must 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.
- Attend the site visit in order to insure the spot needed for the Wood Shed is locked in
- Ensure the Kiosk Coordinator/Lieutenant has the Volunteer Work Shift Requirements
- Prepare daily wood tally sheets and wood drop sheets for Hauling.
- Verify inventory necessary to do job - i.e. gloves, ticket receptacle, and materials for bundling wood
- Notify Department Head of items needing to be purchased no later than July meeting.
- Coordinate with Sites Facilities Coordinator and Publications Coordinator to confirm hours the Wood Shed will be in operation
- Coordinate with Hauling to establish a firm time for daily distribution of wood for community fires
- Submit any necessary information pertaining to the Wood Shed to the Publications Coordinator
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Festival duties consist of the following:

- Count the pieces of wood once it is delivered,
- Note on the daily sheet
- Bundle into 5 piece bundles to be sold or for community fires.
- Safety (?) will do a count each morning during their rounds to determine how much wood remains at each of the fire circles.
- This information will be relayed back to Wood Shed so that volunteers can then pull from the community pile and load the Dragonfest trailer for Hauling.
- Wood Shed will prepare drop sheets for Hauling so they know how much wood goes to each circle. Wood Shed will also do a close out report each day of how many for sale bundles they distributed and will attach the day's tickets to the report.
- Daily reports will be given to the Sites Facilities Coordinator
- When more wood needs to be dropped Wood Shed will notify the Sites Facilities Coordinator to contact Della.
- Make sure each volunteer signs the work shift form provided by Kiosk.

Post-festival duties consist of the following:

- Final count on wood remaining - put on tally sheet.
- Turn in Work Shift Sheets to Kiosk and turn in remaining paperwork to Department Head.