

## MORRO BAY BIRD FESTIVAL VOLUNTEER JOB DESCRIPTIONS:

### Community Center Volunteer Responsibilities:

#### **Check-in Desk for Registered Festival Attendees (see separate job description sheet)**

At these stations, volunteers will hand out registration packets, answer questions, and direct attendees to various locations, as needed.

**Transport Storage Supplies to Community Center** Storage supplies need to be transported from the storage unit (storage unit is located off main street in Morro Bay) to the Community Center. Please be advised, the supplies are on the second floor and need to be carried down several steps to the ground floor. Expect to carry boxes up to 25 lbs. Volunteers with pickups, suvs, or station wagons that can carry several large boxes are needed for this task. Volunteers will then help set up at the Morro Bay Community Center.

**Lobby & Hospitality Room Set-up** Setup tables & chairs in the Lobby & Hospitality Room on Wednesday, 9am - 12pm, at the direction of festival committee and board members.

**Sales Table** Staff the MBBF sales table at the Community Center, at which current and past years' festival items will be sold. Volunteer staff will handle all sales and keep inventory of items sold on iPad via the Square system. Volunteers will turn in cash sales at the end of each shift to the Treasurer, or other designated person. **Note:** Volunteers in this position should be tech-savvy, as sales will be entered and processed on an iPad and may involve credit card sales. One short training session will be required for all volunteers the week before the Festival is held.

**Hospitality Room** Staff the hospitality table at the Community Center, ensuring that there is coffee, and snacks for attendees. Make additional coffee as needed. The critical job here is to precisely organize and hand out **Pre- Ordered Lunches to attendees whose names are on the purchased lunch list, trip leaders and van drivers for all-day trips.**

**25th Anniversary Kitchen Staff/Servers** Under the direction of Nancy David and Freddy Howell, reception chairpeople, assist at the Friday Opening Reception (2:00-7:00 pm) by setting up food stations, serving and replacing food, and helping with clean up after the reception.

## Event Attendee Checking-in:

Boat Trips, Field Trips Workshops, Presentations & Special Events

**Special Event Set Up/Check-in/Speaker Introduction:** This year we have added **Master Classes**. A volunteer is needed to help the instructor set up, check-in attendees and introduce him/her with the "bio" provided. Another volunteer is needed to set up, distribute and clean up lunch. A third volunteer task is needed for helping the instructor to clean up.

**Information Desk/Trip Starter** Volunteer picks up the list of participants for an assigned trip from the Trip Starter Desk, and plans to arrive at the meeting point at least 15 minutes before the beginning of the trip. (Lists will be available at the SBCC so there is no need to drive to the MBCC before your shift) **Please note: Volunteers may need to drive to the trip meeting point (please double check the location, and plan your time accordingly to be at the meeting point at least 15 minutes before the trip begins. Second Note:** *A smart phone is very helpful for this position as you will be able to pull up the list of participants on "Bobolink", check in participants, and not need to go to the MBCC. Training will be available.*

**Presentation Check-in and Speaker Introductions** Each presentation has an assigned volunteer who takes attendance (making sure attendees have festival badge) at the event and has the option to introduce the presenter, or ask the presenter to introduce themselves. Please pick up the event registration list from the Registrar Desk at the Community Center at least 30 minutes before the presentation begins and plan to arrive at the speaker site 15 minutes before the presentation begins. You should plan to stay for the first 10 – 15 minutes of the presentation to check-in late arrivals. You are welcome to stay for the entire presentation if there is space available. **Note:** *A smart phone is very helpful for this position as you will be able to pull up the list of participants on "Bobolink", check in participants, and not need to return the list to the MBCC.*

**\*\*If you use a paper list to check in participants, The check-in list is then returned to the Registrar Desk following the check-in.** This is the only record of how many people actually attend each event.

**Keynote Speaker Check-In:** Saturday: Please check to ensure that people arriving are registered for this event and have their badge/lanyard. **The keynote Speaker will present at the Harold J Miozzi Cultural and Performing Arts Center at Cuesta College on Hwy 1.**

**Sub Sea Tours** on the Embarcadero in Morro Bay. Use your smartphone to pull up the trip list on "Bobolink", or pick up the list of registered participants from the Trip Starter table at the Community Center. Be at Sub Sea Tours at least 15 minutes before the cruise begins to check-in attendees. Return the check-in list to the Registrar, if you use a paper list. Parking on weekends on the Embarcadero can be unpredictable. Please give yourself plenty of time to find parking. (30 minutes before the cruise begins is recommended).

**Morro Bay Landing** Use your smartphone to pull up the trip list on "Bobolink", or pick up the list of registered participants from the Trip Starter table at the Community Center. Be at Sub Sea Tours at least 15 minutes before the cruise begins to check-in attendees. Return the check-in list to the Registrar, if you use a paper list. Parking on weekends on the Embarcadero can be unpredictable. Please give yourself plenty of time to find parking. (30 minutes before the cruise begins is recommended).