

Assistance Needed: (2 Pages)

The 2023 Morro Bay Bird Festival Committee is looking for some special volunteers who are interested in getting more involved in the planning and pre-festival tasks necessary for a successful festival. Below are the descriptions of jobs currently being done by board members, who would like some help. The board members who have worked on these tasks in the past will be very supportive in the planning and execution of these tasks, and we will do everything possible to provide volunteers for these tasks during the festival. Please let us know if you are interested in taking on one of these positions.

Hospitality Coordinator:

This position includes purchasing (with festival funds) the necessary supplies for the "Hospitality" table to be set up at the Morro Bay Community Center, organizing those supplies for each day of the festival, and ensuring the table is set up, coffee is started every morning, and volunteers are trained for maintaining the supplies during the morning hours of each day of the festival. This also includes keeping the Hospitality room clean and organized each day, and maintaining the fresh water dispenser.

Lunch Coordinator:

This position includes coordinating with Registration to order sandwiches for participants who have preordered a lunch or lunches. The lunches need to be checked in upon delivery each morning and organized for easy distributions. This person will also train and oversee the volunteers who will be tasked with ensuring that registrants receive what they ordered, and that the supplemental items are well-stocked.

Trip Starter/Information Desk Coordinator:

This is a rather large position, which involves working closely with the Volunteer Coordinator, and it is recommended that he/she form a committee to ensure the smooth launching of all of the field trips scheduled for this festival. The Coordinator will be responsible for training/organizing the volunteers who will "start" the field trips and answer questions during the festival. These Trip Starters are responsible for maintaining a supply of maps for the different trip locations, giving directions as needed, gathering and checking - in participants for each field trip as the leaders prepare to embark.

Transportation Coordinator:

This person would work closely with the Program Committee to ensure that all of the buses and boats needed for all of the field trips were reserved for the correct dates, times, places and number of people, and work with the treasurer to ensure their timely payment. There is a system in place that would be used in carrying out this task.

Sales Table Coordinator:

In addition to our current t-shirt sales, we will also be selling anniversary pins, and previous years' t-shirts. We need one person to organize these sales, including maintaining an inventory, working with the treasurer on taking payments, displaying our wares, training and overseeing the volunteers, and helping with clean-up, inventory and storage of any left-overs.

Registration Coordinator:

This position requires someone who is detail oriented, has strong computer skills, and is well-organized. This person would oversee the volunteers who process incoming registrations, make necessary changes, monitor payments, and make correct lists, itineraries, schedules, leader lists, and refunds.

Year Long Position:

Treasurer - Please contact Jeanette Stone or Chris Cameron if you think you might be interested in this position.