

MORRO BAY BIRD FESTIVAL

VOLUNTEER JOB DESCRIPTIONS

Check-in Desk for Registered Attendees at the Morro Bay Community Center (MBCC)

(see below for checking in attendees for specific events)

At this station in the Morro Bay Community Center Lobby, volunteers will hand out registration packets, pre-ordered T-shirts and books, answer questions, and direct attendees to various locations, as needed.

Information Desk/Trip Starter

Volunteers at this desk in the MBCC will be responsible for two main tasks. One will be to answer any general questions. A list of potential questions and answers (FAQ) will be provided. A second but equally important job will be as a trip starter. For this task you will gather groups prior to leaving for their event and will check in each participant. You will be provided with a sign indicating the name and number for that event. (This will mean leaving the Information Desk for a few minutes to gather the group outside.) You can access your list of participants either through Bobolink (preferred) or by picking up a printed list from the Trip Starter Desk in the Morro Bay Community Center Lobby.

Registration Support

Volunteers will interface with attendees who wish to make changes to their registration status. You will assist registrants in filling out Event Change forms, directing them to the Available Trips Monitor and answering questions. We will have a FAQ sheet for you to use. No special computer skills necessary.

Lobby & Hospitality Room Set-up

Volunteers will help to stage the MBCC Lobby and Hospitality rooms in preparation for opening day on Wednesday, January 10 from noon-3:00 pm. Festival committee members will be there to assist you. You might be asked to run short, local errands if you have a vehicle.

Sales Table

Volunteers will staff the MBBF sales table at the MBCC Bazaar, at which current and past years' Festival merchandise will be sold. Volunteer staff will handle all sales, and keep inventory of items sold, using a Point of Sale technology called Zettle. **Important Note:** Volunteers in this position should be comfortable handling money and using technology, as sales will be entered and processed on Zettle and will involve cash and credit card sales. One short training session will be required for all Sales Table volunteers the week before the Festival is held.

Hospitality Room

Volunteers will staff the hospitality table at the MBCC, ensuring coffee and snacks are available for attendees, and making additional coffee as needed. The critical job here is to precisely organize and hand out pre-ordered lunches only to those attendees, trip leaders, and van drivers whose names are on the pre-ordered lunch list.

Reception Kitchen Staff/Servers

Volunteers will assist at the Friday Opening Reception at the MBCC (2:00-7:00 pm) by prepping food, setting up food stations, serving and replacing food and wine (must be 21 years of age), and helping with clean up after the reception.

Community Day Support

Volunteers will assist in setting up and supervising children's arts and crafts tables at the MBCC. Projects include bird feeders, owl puppets, watercolor hummingbirds, nature journaling, and bird banding, among others. Once assigned, volunteers will receive a description of and instructions for their particular craft table.

Transport Storage Supplies to Community Center

Storage supplies need to be transported from the storage unit (Morro Bay Stow-Away, 1610 Preston Ln, Morro Bay) to the MBCC. 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 MBCC.

Checking-in Attendees for the following events:

Master Classes. A volunteer is needed to help the instructor set up, check-in attendees, and introduce him/her with the "bio" provided. Please check times carefully as some master classes may require all day assistance.

Presentations

Volunteers will check-in attendees as they arrive at the event and have the option to introduce the presenter, or ask the presenter to introduce themselves. You can access your list of participants either through Bobolink (preferred) or by picking up a printed list from the Trip Starter Desk at the MBCC Lobby at least 30 minutes before your arrival at the presentation. Plan to arrive at the presentation site 15 minutes before the presentation begins. You should plan to stay for the first 10-15 minutes of the presentation in order to check-in late arrivals. You are welcome to stay for the entire presentation if there is space available at any of the free events.

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. However, if you use a paper list to check in participants, the check-in list must be returned to the Registrar Desk following the check-in. This is the only record of how many people actually attend each event.*

Keynote Presentation and Book Signing

Volunteers will be responsible for taking tickets from each registered guest, following any directions given by Performing Arts Center staff, and assisting in the book signing following the Keynote presentation. (The Keynote Presentation will be presented at the Harold J Miossi Cultural and Performing Arts Center at Cuesta College on Hwy 1.) Pizza will be provided!

Boat trips

Sub Sea Tours

You can access your list of participants either through Bobolink (preferred) or by picking up a printed list from the Trip Starter Desk at the MBCC lobby at least 30 minutes before your arrival at the dock . Plan to arrive at the dock 30 minutes before the trip begins. You should plan to stay for the first 10-15 minutes after the scheduled departure in order to assist late arrivals. If you used a paper list, please return it to the Registrar at the MBCC. 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

You can access your list of participants either through Bobolink (preferred) or by picking up a printed list from the Trip Starter Desk at the MBCC lobby at least 30 minutes before your arrival at the dock . Plan to arrive at the dock 30 minutes before the trip begins. You should plan to stay for the first 10-15 minutes after the scheduled departure in order to help late arrivals. If you used a paper list, please return it to the Registrar at the MBCC. 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).