



2008 Explorando Volunteer Job Descriptions

Thank you for your interest in volunteering at *Explorando El Columbia Slough* on Saturday, June 21st! This bilingual family environmental festival celebrates nature in the city and the environment of the Columbia Slough. *Explorando* offers events and activities for all ages in Spanish and English. The event is free.

It is the commitment, energy and enthusiasm of the many Explorando volunteers that make this community event such a success. We hope you can join us this year! Both English and Spanish-speaking volunteers are needed to assist with interpretation, paddling, games, refreshments, parking, and cleanup. Every volunteer will receive an official *Explorando* T-shirt!

To volunteer, contact Jesse at 503-281-1132 or jesse.rosenbluth@columbiaslough.org. Thank you!

Volunteer Details:

Unless otherwise noted, each job has two shifts. The volunteer first shift is from **12:30-3:15**, and the second shift is from **2:45-5:30**. There are also opportunities to assist with event set up and break down which have special times noted next to description. Below you will find a key to symbols you'll see next to job titles:

- Job Title** = this job is already filled.
- (#)** = the number of people needed per shift.
- *S** = this job requires a Spanish speaking (or bilingual) person.

General Event Set-Up (4); 11:00am-12:30pm

- Will be provided strong coffee, delicious juice and snacks. Arrives early to assist with setting up awnings, tables, chairs, benches etc. Other set up duties could include filling water jugs, preparing refreshments, setting up volunteer food area, preparing canoe gear, parking lot set up, other duties as needed.

Parking Lot Greeter (2) *S

- Will be provided a tent structure, chairs, snacks & water, and an orange safety vest.
- Welcomes drivers to Explorando & points them to the parking area, and directs visitors towards main event site.

Welcome Tent Greeter (3) *S

- Greets visitors at the Welcome Tent, provides general event information and answers questions & encourages people to check out the day's activities.
- Advises Event & Media Contact person(s) of VIP Arrivals.

Welcome Tent Runner (2)

- Aids Greeters at the Welcome Tent, records the number of visitors, hands out t-shirts & slough maps.

Canoe Registration (2) *S

- Works under the Canoe Registration Tent, explains the liability waiver that visitors must sign. (Must be 18 years old)
- Hands out bracelets to people who have signed waivers.
- Coordinates with Event Emcee to call numbers for canoes.

Canoe Safety & PFD (1) *S

- Fits people with PFDs & paddles.
- Gives safe canoeing instructions before people load canoes. (See *Canoe Safety talk notes*)

Dock Crew Leader (1)

- ~~Checks for bracelets, answers questions, coordinates orderly loading and unloading of canoes~~

Dock Crew Assistant (2)

- Assists Dock Crew Leader by checking PFDs and helping people in & out of canoes

Canoe Bimaran Guide (2)

- Steers the canoe bimaran, gives paddling instructions, and describes the natural community and recreational opportunities on the slough. (See *Canoe Trip Talking Points notes*)

Canoe Interpreter (5) *S

- Translates for the Canoe Guide and helps paddle the boat

CSWC Outreach Table

- It would be fabulous for a Columbia Slough Watershed Council Member to host the CSWC table and provide general outreach information, answer questions, etc.

Rock Climbing Registration (2) *S

- Works under the Rock Climbing Registration Tent, explains the liability waiver that visitors must sign. (Must be 18 years old)
- Hands out bracelets to people who have signed waivers.
- Coordinates with Event Emcee to call numbers for canoes.

Raffle Table (2) *S

- Staffs the raffle table, shows off the many great prizes, gives tickets to interested people & hand stamps all raffle participants.

Mural Assistant (1)

- Assists visitors and Hampton with paints and supplies

Face Painting (2)

- Paints guest's faces, maintains paints and supplies

Button Making (2)

- Assists guests in making Explorando buttons

Refreshments & Water / Garbage & Recycle Check (3)

- Maintains, refreshes and passes out visitor snacks and drinks. Checks garbage & recycling on site
- Regularly refills 5 – gallon coolers with water from the office kitchen.

Clean Up (4); 5:30-6:30pm

- Assists with event clean up– takes down awnings, folding chairs, take out trash, remove signs, help pack up displays, collect parking cones, etc.