

## **ROUND-UP – VOLUNTEER POSITIONS AND JOB DESCRIPTION**

The following is a list of volunteer helper positions and their job description:

**Remember, the more people that sign-up to help in all areas, the less time that you will spend.**

### **LEADERS:**

We need leaders for most of the volunteer positions. The only responsibility would be to organize and set-up work schedules for the remaining volunteers that signed-up for that job. You would also need to be a worker in that area. Staff will be available to assist you. Exception: Indoor and outdoor games, and door prizes. Usually, these only need one person.

### **CHECK-IN:** (Not Registration)

Requires that you will be positioned near the entrance gate to the venue, where you will meet and greet the arrivals to the Round-Up. You will ascertain that they have pre-registered. If they have pre-registered you will place a small sticker on their windshield and direct them to the parking staff. If not pre-registered, you will gather their name, rig-type, etc., and advise them that they will need to register at the registration table. They will then be directed to the parking staff. This is a daily detail beginning on Thursday. Time expected: Depends upon the number of volunteers that sign-up to help in this area.

### **GAMES:**

Sign-up sheets will already be in place. The only requirement is to be early at the site where the game(s) will be held to organize the players by teams, and to explain the rules of the game as it is to be played during the Round-Up. These rules will be provided. While the games are being played, you need to be somewhere close by in the event that there are any questions or disputes of method of play. Generally, the games proceed without conflict. Once the game(s) are concluded, you will gather the information as to the winners, runners-up, etc., and provide that information to the Game Warden so that he/she can announce the winners during closing ceremonies.

Time expected: Depending on the game, no more than 2½ hours.

### **REGISTRATION:**

This would be assisting the attendees with signing in, providing them with their registration packet and 'Goodie Bag'. It is an excellent way to meet new people and make new friends.

Time expected: Dependent upon how many people sign-up to help with this activity, and generally each day of the event.

### **SECURITY:**

Requires you to ride along with our assigned sheriff, or to act in the sheriff's behalf while he is resting, off-duty. Duty is to make unscheduled rounds in an effort to maintain a secure venue. Assist the sheriff with securing/locking the buildings each night at closing.

Time expected: 2-3 hour shifts each day, dependent upon the number of people that sign-up for this activity.

## **LUNCH/DINNER DECORATIONS**

Requires that you be available approximately 2 hours before the Friday luncheon and/or the Saturday night dinner to help with decorating the tables with tablecloths and center pieces. Decorating should take about 30-45 minutes for each event, depending upon the number of helpers. Actual times to be determined at the Round-Up.

## **PARKING:**

Campers receive assigned parking spaces when they check in. Volunteers are needed to guide campers to assigned spots.

Time expected: Dependent upon how many people sign-up to help with this activity, and generally each day of the event.

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We would welcome any of you as volunteers/helpers at this time, and anytime between now and just before the annual Round-Up. You can also sign-up on the pre-registration flier that will be sent out. It will also be available on the website soon after the SCM in November. If you have any questions, they are welcomed and please contact me and I will make every effort to answer those questions in a timely manner.

Mike Ward  
Director  
NorCal RV Group