



**Pumpkin Festival  
October 10 & 11, 2009  
Volunteer Job Description Summary**

Receptionist

Answer telephone inquiries related to the Pumpkin Festival. Provide directions and answer general questions about the event. This position is located indoors, inside of the Administration Center.

Pumpkin Patch Cashiers

Collect money (cash, check, credit card) for items (pumpkins, gourds, corn stalks) being purchased; prior cashiering experience is helpful.

Pumpkin Measurers

Pumpkins are priced according to their size. Volunteers in this position measure the pumpkins and assign a purchase price to the customer for payment at the cashier stand.

Pumpkin Daycare Attendants

Staff the "Pumpkin Daycare" holding area for pumpkins. Watch pumpkins while guests shop and enjoy the festival. Reunite guests with their pumpkins when they are ready to leave the event.

Receipt Checkers

Located outdoors at the pumpkin patch exit, volunteers thank guests for shopping and make sure that each guest has a receipt for their purchase.

Attendance Counter

Use a thumb clicker to count the number of guests entering the event. This position is located outside at the main entrance to the pumpkin festival.

Entrance Cashiers

Staff a cashier station at the entrance to the pumpkin festival. Utilize a cash register to process cash, check and credit card payments for guest entry into the festival. Prior cashier experience is strongly recommended.

Children's Activity Assistants

Engage children in pumpkin related activities. Ensure safety of the activity area and facilitate safe play. This position is located outdoors in the kids' play area adjacent to the pumpkin patch. Involves some set up and clean up activities.

Fun Area Volunteer

Staff the fun area and ensure that supplies are replenished as needed. Encourage participation in self-guided activities and monitor the area.

Beverage Booth Attendant

Staff a beverage booth and sell soda and water to guests (cash only); request replenishment of beverage stock when necessary. This position is located outside in a shaded, free-standing booth.

Information Kiosk Attendant

Staff an Information Kiosk and provide customer service to visitors. Answer general and directional questions related to the event, process membership sales, and receive lost and found items. This position is located outside.

Line Director

Ensure the line is moving smoothly by directing guests to the next available cashier at the entrance to the Pumpkin Festival. This position is located outside and requires standing for the duration of your shift.

Volunteer Check-In Assistant

Greet volunteers as they arrive for their volunteer shift. Check them in and provide them a name tag, site map and information about their volunteer duties. This position is located indoors.

Relief Volunteer

Fill in where needed to cover volunteer breaks. Relief volunteers may be asked to price pumpkins, staff a beverage booth, count attendance, check receipts or to help wherever is needed during the event. Flexibility required!

Lunch Area Assistant

Monitor the volunteer lunch area. Receive the lunch delivery, prepare lunch room, replenish lunch supplies as needed, ensure that all volunteers entering the lunch room have a lunch ticket and assist with clean up.