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## Set-up Crew

- √ Games and Activities
- ✓ Name Tags
- √ Signage

Do you love seeing an event come together? Come and help prepare for the big day!

Set-up Volunteers can expect to help with all the little things that go into creating a welcoming space and smooth experience. Some examples include:

- Unloading and distributing supplies
- Building tents and tables
- Putting up event signage
- Organizing the Registration Table
- Setting up lawn games and activity stations

## **Parking**

Are you alert, verbal, and always able to find a parking spot? If so, the Parking Team may be looking at their newest member!

Parking Volunteers make sure that everyone gets to the event safely. They are responsible for:

- Managing traffic in the parking lot
- Guiding drivers to available parking spots
- Directing pedestrians out of laneways
- Providing directions to Registration
- Engaging with event attendees

# Registration

Do you enjoy inviting others into a space with a warm greeting and everything they need to have a great time? Consider volunteering with the Registration Table! These volunteers are responsible for:

- Welcoming guests to the event
- Checking in attendees
- Handing out name tags and meal tickets
- Accepting meal payments from those who have not prepaid
- Connecting guests who have pre-registered support needs with the Accessibility Team, as needed
- Engaging with event attendees
- Answering questions relating to the event and ABLE2

### **Game Leaders**

Badminton, frisbee, and corn hole? Oh, my!

If you're an outgoing person with a friendly, competitive spirit, you may enjoy leading games and activities at our event with the Game Leaders. Game Leaders will be:

- Engaging with event attendees
- Encouraging event attendees to participate
- Providing game overviews for new players
- Demonstrating gameplay
- Assisting players to participate fully in the games, as needed

### **Food Service**

Food brings people together. If you want to bring a smile to everyone, feed them!

As a Food Service volunteer, you can expect to participate by:

- Managing the table of ABLE2 provided food, drinks, and utensils
- Handing out packaged food, drinks, and utensils to guests who purchased meals
- Stocking chips, fruits, freezies, and drinks for distribution to guests
- Engaging with event attendees

### **Green Team**

Are you environmentally conscious? Do you enjoy working to make sure our greenery stays green? Join us over at the Green Team!

Green Team volunteers ensure no trash (or recycling, or compost!) is left behind. These volunteers will be:

- Maintaining the cleanliness of the site throughout the event
- Assisting attendees with disposing of trash, recycling, and food waste
- Picking up loose trash, recycling, and food waste from the event
- Bagging all trash, recycling, and food waste appropriately
- Ensuring that nothing is left behind at the end of the event

### **Tear Down Crew**

When packing a suitcase, are you strategic and efficient? Do you remember to bring everything from the packing list with you? Are you able to look around for anything you've forgotten?

This is the job of our Teardown Volunteers. These volunteers are available after the event to ensure nothing is left behind. Responsibilities include:

- Taking down event signage
- Dismantling tents and tables; return them to their carrying cases
- Gathering all ABLE2 event supplies from throughout the event site
- Packaging all event supplies for transportation to the ABLE2 office
- Load supplies for transport
- Staff: Bring supplies back to the office; unload into storage

Must be able to lift and move packages up to 25 lbs

## **Accessibility Team**

Are you good at asking questions and taking directions? Do you have an outgoing personality that welcomes others to feel comfortable around you? Then you may be a good fit for our Accessibility Team!

Accessibility Team volunteers provide support to event attendees who require assistance.

#### Duties include:

- Greeting guests at parking, including Para Transpo drop-off locations, and guiding them to registration
- Identifying any guests with post registration accessibility requests and communicating these requests with the Team Lead
- Providing wheelchair push or guiding assistance, as requested
- Accompanying guests to their table/seats and confirm any accommodations requested, such as help cutting food or standing in line, to ensure they are accurate
- Assisting guests to connect with Whimble staff for personal care (bathroom/feeding assistance)
- Introducing yourself to guests as they arrive; letting them know what support is available and how to access it
- Being present and visible during throughout the event so guests can find you to request assistance, as needed
- Engaging with event attendees
- Checking in with your Team Lead before leaving your shift