

2018 NATIONAL BUICK MEET VOLUNTEER JOB DESCRIPTION

PARKING & SHOW FIELD

SUPERVISOR: Show Field Coordinator

GOAL: You are one of the first persons to interact with the attendee. You want to have them feeling welcomed, wanted, and excited that they came. Smiles and cheerfulness are a must. They must feel comfortable that their “Baby” is in good hands.

HOURS OF OPERATION: Wednesday – Friday, 8AM – 6PM; Saturday, 7AM-10AM

NUMBER OF VOLUNTEERS: 3

TIME: 4-hour shifts, 8am-noon; 3-hour shifts, 12pm – 3pm, 3pm – 6pm

PHYSICAL EXERTION: Standing, walking, possible golf cart operation. No lifting. Exposure to heat, sun, and possibly rain. Check the weather and dress appropriately.

DUTIES:

- Report to show field on time.
- Report to supervisor for assignment.
- Receive your identifying vest and wear during your hours of volunteering. Return the vest to the supervisor at the end of your assignment, please.
- Maintain a copy of the show field layout map and become familiar with where each judging class is located.
- Greet attendees as they arrive and ask their name.
- One volunteer will be stationed at the main hotel entrance and the other two will be on the show field.
- The volunteer at the main hotel entrance will direct incoming show cars to the show field volunteers for parking placement. Non-show car vehicles will be directed to the general parking area. Swap meet vendors will be directed to the outdoor swap meet volunteer for further direction. Direct incoming show cars to the wash station, if requested.
- The two show field volunteers will escort the attendee to the proper parking location for their judging class (golf carts will be used to minimize walking). 1 ½ parking spaces will be allocated to each show car.
- Signs will clearly mark the parking areas for each judging class.
- Ensure that judging class signs remain in their correct positions and do not blow over. Reposition signs as necessary.

- On Saturday, the final show field layout may necessitate shuffling all or a portion of the show cars. If so, the show field signage will be adjusted prior to Saturday morning and volunteers will be provided with updated show field layout maps.

SUPPLIES NEEDED:

- 2 golf carts
- 8'x8' canopy for main hotel entrance volunteer
- Table and chair for main hotel entrance volunteer