

# 2018 NATIONAL BUICK MEET VOLUNTEER JOB DESCRIPTION

## SWAP MEET

**SUPERVISOR:** Swap Meet Coordinator

**GOAL:** You are one of the first persons to interact with the vendor. You want to have them feeling welcomed, wanted, and excited that they came. Smiles and cheerfulness are a must.

**HOURS OF OPERATION:** Tuesday, 12PM-7PM; Wednesday -Friday, 8AM – 5PM; Saturday, 8AM-10AM

**NUMBER OF VOLUNTEERS:** 2 (1-Outdoor, 1-Indoor)

**TIME:** 2-hour shifts

**PHYSICAL EXERTION:** Standing, walking, some lifting. Outdoor volunteers will be exposed to heat, sun, and possibly rain. Check the weather and dress appropriately.

### **DUTIES:**

- Report to swap meet area 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 swap meet layout map and become familiar with where each vendor is located.
- **OUTDOOR VOLUNTEER:**
  - Greet all vendors as they arrive. Ask their name and whether they are outdoor or indoor.
  - For outdoor vendors, find their assigned spot on the layout map and direct them to their assigned spot.
  - Direct indoor vendors to the access door and the indoor volunteer.
  - Manage traffic congestion with indoor and outdoor loading and unloading
  - Keep track of the cart to be used for distributing water and snacks and also the courtesy dollies for vendors who need them.
  - Maintain a supply of cold water in outdoor coolers and a supply of drinking cups, or use the cart to bring cold bottled water to outdoor vendors hourly (Tuesday through Saturday).
  - Use the cart to offer Hospitality Room snacks to outdoor vendors every 2-3 hours (Wednesday through Friday only).

- **INDOOR VOLUNTEER:**

- Ask their name and find their assigned spot on the layout map.
- Assist indoor vendors in finding their assigned spot.
- Keep track of the cart to be used for distributing water and snacks and also the courtesy dollies for vendors who need them.
- Use the cart to bring cold water to indoor vendors hourly (Tuesday through Saturday).
- Use the cart to offer Hospitality Room snacks to indoor vendors every 2-3 hours (Wednesday through Friday only).

**SUPPLIES NEEDED:**

- Chairs for indoor and outdoor volunteers
- Cart to deliver snacks and drinks
- Wheel dollies (1 or 2)