

The 6th annual **Small Farm Expo** is March 24th and we want you to be a part of it! This event puts practical tools in the hands of small-acreage farmers and rural landowners through displays, demonstrations, exhibits and presentations by local experts. In order for this event to be a success, however, we need the help of local residents like you. There are important volunteer positions available for any skill level and for varying timeslots. Perhaps you are detail oriented and enjoy running a tight ship; or maybe you have experience managing livestock; or perhaps you like working with children and would enjoy assisting with a kids activity; or you might be willing to do whatever is needed but you are only available for a specific timeslot. There is a position for you. See the listing below in this email. Please support this valuable event!

To volunteer, please contact Tara Zimmerman at tara.zimmerman@metrokc.gov or 206-205-3203.

WSU Extension experts provide resources that help individuals, families, and communities improve stewardship and quality of life in urban and rural King County. We have been doing this for nearly 100 years.

Small Farm Expo 2007 Volunteer Position Descriptions

Friday March 23rd – Set-up Day

(All Friday positions run from 10am to 3pm, lunch is provided)

Vendor Hall Set-Up Assistants – 2 positions

Assistants will work closely with staff lead to prepare vendor hall for the arrival of vendors who will be setting up booths both Friday and early Saturday. Must be willing and able to assist with table and chair set-up (some moderate lifting).

Duties may include:

- Unloading and setting up folding tables and chairs for vendors
- Delineating vendor stalls on the floor and labeling with vendor names
- Working directly with arriving vendors

Signage Assistant – 3 positions

Assistants will work closely with staff lead to assemble, distribute and display signage around fairgrounds. Will include both indoor and outdoor work. A good position for detail-oriented volunteer.

Duties may include:

- Loading and unloading wooden sandwich boards
- Affixing laminated signs to sandwich boards
- Deciding on strategic placement of signage
- Distributing signs to various locations throughout fairgrounds

Livestock Barn Set-Up Assistant – 1 position

Assistant will work closely with staff lead to prepare the livestock barn for the arrival of animals Saturday morning. This is a good position for a volunteer with some livestock knowledge. Must be willing and able to assist with table and chair set-up (some moderate lifting).

Duties may include:

- Delineating areas for specific animals and exhibitors
- Labeling stalls for arriving animals
- Unloading and setting up folding tables and chairs for livestock exhibitors
- Arranging stall equipment

Activity Hall Set-Up Assistant – 1 position

Assistant will work closely with staff leads to prepare the activity hall for three concurrent sessions. Must be willing and able to assist with table and chair set-up (some moderate lifting). Duties may include:

- Unloading and setting up folding tables and chairs for sessions
- Assisting with assembly of pipe and drape (temporary dividing walls)

Saturday March 24th – Event Day!

(Shift times vary on Saturday. Please contact tara.zimmerman@metrokc.gov or 206-205-3203 for details. Lunch is included for all-day volunteers.)

Concurrent Session Assistants – 5 positions

Concurrent Session Assistants will work closely with staff session coordinators to ensure sessions are going smoothly. These positions are best suited for volunteers who enjoy interacting with the public and have some leadership skills. These assistants will stay with one of the concurrent session topics throughout the day (such as the alternative energy sessions, or the wool and fiber sessions). Some AV skills may be helpful but aren't necessary.

Duties may include:

- Directing the public to various events around the fairgrounds
- Leading an audience from one venue to another between presentations
- Assisting speakers in any way needed
- Covering short breaks for staff coordinators which may require introducing speakers
- Assisting with presentations involving livestock (wool and fiber sessions only)
- Assisting with breakdown, including stacking chairs and tables, and disassembling pipe and drape (temporary dividing walls)

Greeter/Information Booth – 3 positions

Greeters will be stationed in the information booth near the north gate to provide general information to the public. Volunteers well suited to this position enjoy interacting with the public and working independently.

Duties may include:

- Becoming familiar with all aspects of the Expo as to be an information source for the public
- Directing exhibitors, speakers, and the general public to various areas of the fairgrounds
- Distributing and collecting maps and surveys
- Checking in arriving volunteers throughout the day
- Soliciting and collecting donations
- Assisting with info booth breakdown and removal of signage at end of day

Livestock Barn Loading/Unload Assistant – 1 position

This assistant's primary responsibility is to assist and direct livestock exhibitors as they arrive and depart the barn. This position is best suited for an organized volunteer who enjoys working with people and has experience with livestock. Will work closely with the staff barn coordinator.

Duties may include:

- Directing animal exhibitors and their livestock to their designated areas
- Assisting with any needs these exhibitors may have (i.e. where to find water, how to dispose of bedding, etc.)
- Helping to regulate traffic flow as trailers come and go and animals are moved.

Vendor Hall Assistant – 4 positions

Vendor Hall Assistants work closely with staff vendor hall coordinator to ensure vendors have what they need to set up and tear down, and assist in the vendor hall in any way necessary. These positions are best suited for volunteers who enjoy interacting with people.

Duties may include:

- Directing vendors to their assigned locations for set-up

- Assisting vendors with any needs they may have
- Directing the public to various events around the fairgrounds
- Assisting with tear-down (stacking chairs, folding tables, etc.)

Photographer – 2 positions

Photographers will take photos throughout the event for use in promotional materials and simply as documentation of the event. These volunteers will work closely with the event coordinator to ensure specific events are captured throughout the day, and proper waivers are signed when children are photographed (digital camera is provided).

Duties may include:

- Roaming the event throughout the day photographing attendees, exhibitors, vendors, speakers, and animals
- Asking parents for consent waiver signatures when children are to be photographed

Parking Assistant – 2 positions

Parking assistant will work closely with staff to direct all traffic to the appropriate lots and unloading areas. This position will require being outside for the entire shift regardless of weather.

Duties may include:

- Directing traffic to appropriate lots and parking rows to avoid double parking and wasted space
- Explaining parking and unloading arrangements, and where to turn around (for large livestock and horse trailers)

Gate Assistant – 2 positions

Gate assistants will work closely with staff. Depending on where (which gate) each assistant is stationed, each volunteer may work directly with the public, with vendors, with speakers, with exhibitors, or with livestock owners. These positions are best suited to volunteers who enjoy working with the public and have strong people skills.

Duties may include:

- Directing vendors, speakers, exhibitors, and livestock owners to appropriate areas
- Explain parking arrangements and how to turn around or where to park (large livestock and horse trailers)

Children's Activity Assistant – 1 position

The children's activity assistant will work closely with staff in a children's booth in the vendor hall. The activity will involve coloring paper leaves and attaching them to a mounted tree. This position is perfect for someone who enjoys working with children.

Duties may include:

- Assisting and instructing children in a coloring activity (with parents present)
- Directing the public to various areas around the fairgrounds
- Assisting with tear down of the children's activity and the adjacent King County DNRP booth

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.