

CALL FOR VOLUNTEERS

“IT’S ALL ABOUT THE D”

The Heidelberg Project is seeking volunteers for a variety of positions for the “It’s All About The D” summer festival to be held on Heidelberg Street on Saturday, August 23rd from 12pm-8pm. Volunteers must be available the day of the festival and be able to attend a mandatory volunteer meeting a few days prior to the festival, date TBD. To sign up for a volunteer position, contact information@heidelberg.org or call (313) 267-1622.

Descriptions of Positions (# of volunteers needed):

Children’s Area – Some positions may be modified due to a change in planned activities. **Shift times (unless noted otherwise): 11am – 3pm, 2pm – 6pm**

- Kids’ Coordinator (1) – oversees children’s area and provides support to other volunteers in that area. **Shift time: 11am-6pm FILLED**
- Set Up/Wrap Up crew (2) – set up all aspects of children’s area including activities: tent, game tables, snacks.
Shift times: 11am – 1pm, 5pm – 7pm
- Puppet Show assistant (2) – assist during puppet show(s) and help kids. Show scheduled for 1pm. **Shift 11am-3pm. (ONE FILLED)**
- Arts & Scraps assistant (1) – assist A&S with any and all activities as needed (i.e. crafts). **FILLED**
- Games assistant (2) – assist kids with games (hopscotch, double dutch, etc) and keep track of supplies (promote sharing!) **(ONE FILLED)**
- Snack distribution (1) – organize and distribute snacks to kids.

Hair Wars Assistant (1) – must be available for full Hair Wars presentation (an hour before/after show) to assist as necessary. **Showtime is 4-6pm. Shift 3-7pm.**

Fashion Show Assistant (1) – must be available for full Fashion Show (an hour before/after show) to assist as necessary. **Showtime is 4-6pm. Shift 3-7pm. FILLED**

Artist Assistants (8) – gofers for artists needing credit card transactions, or any other assistance required from Heidelberg as necessary. Keep track of sales, collect copies of receipts for Heidelberg. Need a volunteer at every container (4). **Shift times: 12pm-4pm, 4pm-8pm**

Heidelberg Headquarters (10) – volunteers handle all sales transactions for HP merchandise, including cash, checks, and CC. A more detailed description of this volunteer responsibility will be handed out at the first volunteer meeting, date/time TBD. We will need 4 people working at all times, with 2 on stand-by.

Shift times: 10am – 4pm, 3pm -9pm (SEVEN FILLED)

Polka Dot Face Painters (2) – paint polka dot(s) on faces of kids and adults. Collect donations of \$2/kid and \$5/adult. Artistic skill/facepaint experience a plus.

Shift times: 12pm – 4pm, 4pm – 8pm

Stagehands (2) – supports side entertainment and feature shows, assists DJ, sound technician and other professionals associated with performance during the festival. Shows are from 1-7pm.

Shift times: 12pm – 4pm, 4pm – 8pm

Beverage Stations (3) – assist and Heidelberg beverage station at the information booth. One person will need to assist neighbors if they are also selling. **Shift times 12pm-4pm, 4pm-8pm**

Set Up Crew (8) – setting up all elements of the site in anticipation of the festival, i.e. trash can setup, electricity, grounds setup, tents, assisting other areas. **Set-up crew must be in place by 9am. Shift lasts until approximately 12pm. (SIX FILLED)**

Clean Up Crew (8) – clean up the area: trash, take-down of stage/tents, etc. **Clean up crew must be in place by 7pm. Shift ends when site is restored (estimate 10pm).**

General Volunteers – unlimited. Assist as necessary with any aspect of festival. Can be a “floater” from station to station, or on stand-by. **(TWO FILLED)**