

## 2011 ASFM Volunteer Positions and Responsibilities

<b><u>Promotion Crew</u></b> <b>Tuesdays &amp; Wednesday evenings</b>	<b><u>Early Set-up</u></b> <b>Completed before 11am on Wednesdays</b>	<b><u>Set-up :</u></b> <b>12:30 – 2:30pm</b> <b><u>Tear Down:</u></b> <b>7:00 – 8:00pm</b>	<b><u>Market Greeter</u></b> <b>2:00 – 7:00pm</b>	<b><u>Floater</u></b> <b>2:30 – 7:00pm</b>	<b><u>Children’s Area</u></b> <b>2:00 – 7:00pm</b>	<b><u>Market Walk</u></b> <b>2:30 – 7:30pm</b>	<b><u>Food Chatter</u></b> <b>2:30 – 7:30pm</b>	<b><u>Sparrow Mini Market Assistant</u></b> <b>Times TBA</b>	<b><u>Banking Assistant</u></b> <b>2:30-7:30pm</b>	<b><u>Block Greeters</u></b> <b>2:00-7:00pm</b>
<ul style="list-style-type: none"> <li>•Set-up signs on Tuesday night</li> <li>•Take down signs after the market Wednesday evening</li> <li>•2 signs will be placed on these corners: *Shepard/Michigan</li> <li>*Allen/Michigan</li> <li>*Bingham/Michigan</li> <li>*Penn/Michigan</li> <li>*Foster/Michigan</li> <li>*Prospect/Bingham</li> <li>*Penn/Kalamazoo</li> </ul>	<ul style="list-style-type: none"> <li>•Near-by signs</li> <li>•Banners</li> <li>•Flags</li> <li>•Cones</li> <li>•Chalking</li> </ul>	<ul style="list-style-type: none"> <li>•Tents</li> <li>•Tables</li> <li>•A-frames</li> <li>•Chairs</li> <li>•Banners</li> <li>•Flags</li> <li>•Red entry boards</li> <li>•Entertainment sound system</li> <li>•Water Station</li> <li>•Assist vendors Umbrellas at gates, tables, chairs, red signs</li> <li>•Pick up obvious trash</li> <li>•Sponsor signs as needed</li> <li>•ANC Booth signs</li> <li>•Driveway signs</li> </ul>	<ul style="list-style-type: none"> <li>•Greet customers in an engaging, open, &amp;friendly manner</li> <li>•Count customers</li> <li>•Answer customer questions, if you cannot, direct them to someone who can</li> <li>•Thank those who are leaving</li> </ul>	<ul style="list-style-type: none"> <li>•Serve as the “eyes” of the market</li> <li>•Keep consistent attention on assisting vendors, ANC staff, and volunteers</li> <li>•Give other volunteers a chance to take a break</li> <li>•Take pictures</li> </ul>	<ul style="list-style-type: none"> <li>•Welcome, engage, comfort, nurture kids at the market</li> <li>•Keep activities light and friendly</li> <li>•At times, you may have to give friendly reminder that this area is not a childcare center</li> </ul>	<ul style="list-style-type: none"> <li>•Greet customers in an engaging, open, &amp;friendly manner</li> <li>•Relationship building</li> <li>•Assist those who reporting</li> <li>•Provide affirmation</li> <li>•Distribute incentive packets</li> <li>•Log books</li> <li>•Track number of hand-outs given</li> </ul>	<ul style="list-style-type: none"> <li>•Greet customers in an engaging, open, &amp;friendly manner</li> <li>•Remain at the table to distribute information weekly, and food samples during Festivals</li> <li>•Behind the scenes works (non-market days)</li> </ul>	<ul style="list-style-type: none"> <li>•Greet and count customers in an engaging, open, &amp;friendly manner</li> <li>•Assist vendors to roll in tables, chairs, goods</li> <li>•Make sure vendors can get into the lot</li> <li>•Temporary signage in the hospital</li> <li>•Distribute ASFM materials and keep simple counts</li> </ul>	<ul style="list-style-type: none"> <li>•Sell market T-shirts and bags</li> <li>•Assist Banker with <i>Double Up Food Bucks</i> Program</li> <li>•Interact with public and disseminate nutritional education materials</li> <li>•Keep simple counts of all actions</li> </ul>	<ul style="list-style-type: none"> <li>•Remain at each barricade on 300 block of Allen to reinforce signage stating “no market parking “and allow 300 block residents access to their homes</li> </ul>