



# Volunteer Needs 2011 May Day Events

<b>Kickoff Barbeque at Kiener Plaza</b>	
<b>Friday, April 29, 2011</b>	
<b>10:00 am - 3:00 pm</b>	
<b>Volunteer Duty</b>	<b>Number of Volunteers Needed</b>
<b>Volunteer Registration Table</b>	12
Assist with distributing volunteer t-shirts and direct volunteers to stations	
<b>Servers</b>	16
<i>Place food in trays.</i>	
<b>Cashier</b>	6
<i>Accept payments of food purchased.</i>	
<b>Supply Coordinator</b>	3
<i>Oversee quantity on truck.</i>	
<b>Supply Runners/Promotional</b>	6
<i>Assist with distributing flyers, food and supplies from truck &amp; work stations</i>	
<b>Order-Takers</b>	4
<i>Take customer orders.</i>	
<b>Clean-Up</b>	8
<i>Clean up trash at barbeque site before, during and after event.</i>	
<b>Set-up</b>	8
<i>Help to set up tables, chairs, and accessories for event.</i>	
<b>Break-down</b>	8
<i>Help to break down tables, chairs and accessories of event.</i>	
<b>Lifters</b>	6
<i>Help to lift heavy equipment needed for event (ie: grills).</i>	
<b>Meat Cutters</b>	4
<i>Help to cut meat for barbeque.</i>	
<b>Cooks</b>	6
<i>Help to cook food for purchase at the barbeque.</i>	
<b>Meat Carriers</b>	6
<i>Help to carry meat.</i>	
<b>Driver Team #1</b>	4 (1-driver, 2-4 lifting, hauling, setting-up)
<i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i>	
<b>Driver Team #2</b>	4 (1-driver, 2-4 lifting, hauling, setting-up)
<i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i>	

## Soiree

Friday, May 13, 2011

Silent Auction begins @ 6 pm, Dinner begins @ 7:00 pm

Volunteer Duty	Number of Volunteers Needed
<b>Reception</b>	6 (3-corsages, 2-guides, 1-greeter)
<i>Help to pin corsages, help to greet and guide/direct attendees.</i>	
<b>Registration</b>	6 minimum
<i>Help to register attendees.</i>	
<b>Greeters</b>	6 ( 4-inside, 2-doorway)
<i>Help to greet attendees and pass out additional programs at the entrance of the ball room, as well as inside the ball room.</i>	
<b>Decorators</b>	4
<i>Help to decorate the ballroom.</i>	
<b>Escorts</b>	20 (1 per advocate)
<i>Escort advocate honorees of the evening.</i>	

## Gospel Celebration

Saturday, May 14, 2011

Begins 6:00 pm

Volunteer Duty	Number of Volunteers Needed
<b>Ushers</b>	8
<i>Help to usher attendees to their seats.</i>	
<b>Assistants</b>	3
<i>Assist coordinator with taking names of performers.</i>	

# Parade along Market Street in downtown St. Louis

Sunday, May 15, 2011

Begins 1:00 pm

Volunteer Duty	Number of Volunteers Needed
<b>Vendor Runners</b>	8 (based on 4 booths)
<i>Help to assist needs of the Agency Booths at parade.</i>	
<b>Set-Up</b>	8 (based on 4 booths)
<i>Help to set up Agency booths at parade.</i>	
<b>Break-down</b>	8 (based on 4 booths)
<i>Help to break down Agency booths at parade.</i>	
<b>Lifters</b>	8
<i>Help to lift heavy equipment needed for parade.</i>	
<b>Vendor Check-In</b>	6
<i>Help to sign vendors in upon their arrival.</i>	
<b>Agency Booth Operators</b>	8
<i>Operate Agency vendor booth during the Parade.</i>	
<b>Order Takers</b>	4
<i>Take orders for food at Agency booth.</i>	
<b>Cashier</b>	2
<i>Take payment for food purchased at Agency booth.</i>	
<b>History gatherers (preferably journalism and film professionals and/ or students)</b>	12
<i>Help to record history by interviewing, taking pictures, and video taping parade participants and attendees</i>	
<b>Parade Marshal</b>	150
<i>Provide direction to Parade participants.</i>	
<b>Shuttle Drivers</b>	2
<i>Transport Soiree advocates from the parade back to the Agency in Agency vans.</i>	
<b>Driver Team #1</b>	4 (1-driver, 2-4 lifting, hauling, setting-up)
<i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i>	
<b>Driver Team #2</b>	4 (1-driver, 2-4 lifting, hauling, setting-up)
<i>Drive Agency van in running assigned errands and accompanying duties between the Agency and event site.</i>	
<b>Total Volunteers Needed</b>	<b>400</b>

Approximate numbers listed