



Volunteer Job Description EVENT VOLUNTEER

DESCRIPTION OF PROJECT / PURPOSE OF ASSIGNMENT: The Town of Granite Quarry and its Events Committee hold annual events for the community. Events range from small family fishing events with 100-200 event goers to larger festivals with over 3000 in attendance. The Town of Granite Quarry and Events Committee need assistance with event execution.

OUTLINE OF VOLUNTEER'S RESPONSIBILITIES: Event volunteers assist on the event day, set-up, guest assistance, vendor services, assist with simple parking control and clean up. Volunteers may also choose to be involved in event planning, securing sponsors, volunteer recruitment and preparation.

SUPPORT PLAN: Event volunteers work under the direction of various members of the Event Committee or town staff, who will provide task-specific training if necessary.

TIME COMMITMENT: Event Day volunteers will typically be asked to commit at least 3-4 hours. Participation on event planning, volunteer recruitment or sponsor contacts typically requires larger time commitments but over several months.

QUALIFICATIONS NEEDED: Depends on tasks. Most require no special qualifications other than parking control.

BENEFITS: Event volunteers will receive a T-shirt from Town of Granite Quarry (may be event specific) and may receive recognition in Events Committee's Annual Report to the Board of Aldermen. Event volunteers also have the opportunity to learn new skills from professionals, earn service hours required by schools and organizations, meet others in the community, and serve their town and community.

Town of Granite Quarry Contact: Debbie Loflin-Benge
704.279.5596 Ext. 212
events@granitequarrync.gov

Annual events will include but not limited to:

- Granite Fest - Third Saturday of October
- Arts in the Park – Last Saturday of April
- Christmas at the Lake – First Saturday of December
- Fish for Fun - June & September



Volunteer at Granite Quarry Events 2025

Volunteers are needed to assist the Town of Granite Quarry and the Events Committee with the events scheduled. If you have been thinking about getting involved but don't have the availability for monthly meetings, this is the perfect opportunity!

Join the team of awesome volunteers! This is a great opportunity for individuals, families, school groups, school service hours, churches, community groups and businesses to volunteer their time assisting with these excellent community events.

- **Arts in the Park - Saturday April 26th, 1-6pm:**
Volunteers are needed to assist with vendor setup and tear down, parking, children's games/crafts, clean up.
- **Granite Fest - Saturday October 18th, 1-6pm:**
Volunteers are needed to assist Events Committee with merchandise sales, hospitality booth, children's games and crafts supervision, setup/clean-up/parking. Volunteers are needed for a minimum of 3 hours in the area they are assigned and should wear comfortable clothing/shoes. Each volunteer will be given an official Granite Fest T-shirt that they must wear while volunteering as well as a volunteer badge. Volunteers may choose the time of day and area they wish to work in based on available time slots. *See separate form for Granite Fest volunteers.*
- **Christmas at the Lake - Saturday December 6th, 3-7pm:**
Volunteers are needed to assist with vendor setup and tear down, parking, children's games/crafts, wear costume as various Christmas characters (Grinch, Santa's Elves, and more), clean up.

For more information on how you can become a volunteer at a Granite Quarry event, please contact Debbie Loflin-Benge, Event Coordinator at events@granitequarrync.gov.

Unable to volunteer the day of the events? Contact us about volunteer opportunities leading up to the big day.



Events Volunteer Application

NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____ DATE OF BIRTH (If under 18yrs): _____

MAILING ADDRESS: _____ STATE _____ ZIP _____

ADULT T-SHIRT SIZE: (CIRCLE ONE) S M L XL 2XL 3XL

DESIRED VOLUNTEER EVENT:

- ARTS IN THE PARK – April 26th
- FISH FOR FUN - June 7th
- NATIONAL NIGHT OUT – August 6th
- FISH FOR FUN – September 14th
- GRANITE FEST – October 18th
- CHRISTMAS AT THE LAKE – December 6th

DESIRED VOLUNTEER POSITION:

- SET UP/TEAR DOWN
- ASSIST WITH VENDORS (UNLOAD/LOAD)
- TRASH/CLEAN UP
- CHILDREN'S AREA
- ANYTHING (Put me where I am Needed!)
- *CONCERT IN THE PARK (Evening before Granite Fest)

***Most events are 4-5 hours long and require several hours of set up prior to the start time.**

What time of day are you available?

Morning 9am-12pm Midday 12-3pm Late Day 3-6pm Evening 4-7pm All Day! Other _____

Will you require written documentation of the hours you will volunteer? YES NO

SCHOOL _____ CHURCH _____ OTHER _____

Are you serving with a group? If so, names _____

Do you have a condition, medical or otherwise we should be aware of? **This will not prevent you from volunteering.* _____

Is there anything else we should know? _____

Please list any relevant skills and/or previous festival experience: _____

EMERGENCY CONTACT (DAY OF EVENT) NAME _____

RELATIONSHIP _____ PHONE _____

Volunteer Signature: _____