

2011 OSF Volunteer Opportunities and Position Requirements

Vendor Hospitality (Break Place)

As representatives of the Fair, Hospitality Volunteers serve as hosts to the hundreds of vendors/exhibitors. They serve drinks and refreshments and maintain the three Vendor Break Place Rooms. This is a good position for friendly folks with good customer service skills.

Number: 5 to 6 positions per shift

Dates: September 15-25, 2011

Requirements:

- Friendly, helpful, courteous, polite, and hospitable
- Willingness to learn, follow and enforce Break Place protocols as set forth by OSF administration
- Ability to work as a team to prepare coffee, iced drinks and snacks quickly and in large numbers
- Cleaning, vacuuming, and washing utensils
- May require lifting bags of ice & standing for extended periods



Guest Services (InFAIRmation Booths)

Guest Services Volunteers are the "Face" of the Fair to many of the million fairgoers each year. Manning the four InFAIRmation Centers across the Fair, they provide information, direction and assistance to our patrons. Outgoing volunteers with good customer service skills who enjoy finding answers to questions and talking with hundreds of people will enjoy this position.

Number: 8 positions per shift (maximum)

Dates: September 15-25, 2011

Requirements:

- Helpful, courteous, polite, and hospitable
- Outgoing, friendly and service oriented
- Ability and willingness to learn how to look up answers to guests' questions using the materials provided
- Willingness to learn & follow protocols as set forth by OSF administration



Pre-Fair Hospitality

OSF Volunteers also provide hospitality services to the vendors/exhibitors while they set up and prepare for the Fair. During the days just prior to the Fair, volunteers take snacks and drinks out on golf carts to provide a little boost for the exhibitors.

Number: 4 positions per shift

Dates: September 12, 13 & 14

Requirements:

- Friendly, outgoing, helpful & hospitable
- Ability to lift ice and beverages
- Ability to drive a golf cart (or work with someone who can)
- Ability to work outdoors in all types of weather



Volunteer Headquarters

Headquarters is the heart and soul of the Volunteer Program – all volunteer activities are driven through HQ: Guest Services call HQ for directions and answers; Hospitality Lounges are stocked and serviced through HQ; all volunteers check in and out through HQ; etc. As the “traffic control coordinator” for the daily activities during the Fair, the job is varied, fast-paced and multi-faceted – but fun!

There are actually two different HQ jobs:

1. Delivering ice & supplies, driving volunteers, running errands, etc.
2. Checking in volunteers, managing the schedule, managing phone and radio calls, organizing deliveries, etc.

Number: 2 positions per shift

Dates: September 15-25, 2011

Requirements:

- Organized, friendly, helpful & courteous
- Ability to lift bags of ice and boxes of Visitor Guides
- Ability to drive a golf cart safely
- Willingness & ability to learn and follow HQ protocol
- Ability to perform scheduled tasks and record keeping
- Willingness to go outdoors in all types of weather



Make It & Take It

For those volunteers who like to help kids find their creative side, this is a great position. Volunteers assist in arts & crafts station where young kids create a souvenir work of art.

Number: 2 positions per shift

Dates: Weekends during the Fair

Requirements:

- Enjoy helping young children with arts/crafts type projects



Farmer-For-A-Day

Farmer-For-A-Day is a hands-on learning experience for children in AGtropolis. Volunteers, together with high-school FFA students, assist young children while they plant a seed, harvest their “crops” and sell them at the Farmers’ Market – just like a real farmer.

Numbers: 2 positions per shift maximum

Dates: Weekends and evenings during the Fair

Requirements:

- Enjoy interacting with kids ages 2 through 18
- Ability to work indoors in a barn-animal environment



State Fair Academy

Do you remember how exciting it was to go to the Fair when you were a kid? Help the OSF bring that experience back for our school kids today. School Field Trip Volunteers assist with registration, directions, information, lunch, Scavenger Hunt and educational components of the Fair for school kids, grades 3 - 5.

Number: Varies

Dates: September 19, 20, 22, & 23

Requirements:

- Ability to do a significant amount of walking
- Willingness to work outdoors in all types of weather



The following positions are posted as on-call positions. Their availability varies from year to year. If you are interested in working in one of these positions, please write in your availability at the bottom of your Shift Registration Form in the Comments section. You will be contacted if a position becomes available.

Pre-Fair Set-Up

Proper set-up and preparation is crucial for a successful Fair. Volunteers with good attention to detail and organizational skills are needed to get everything ready for volunteer activities during the Fair. Jobs are varied and include computer data entry, supply inventory, facility set-up and more.

Number: Varies

Dates: TBA

Requirements:

- Ability to lift and move heavy objects
- Ability to follow directions
- Good attention to detail



Post-Fair Take-Down

What goes up must come down! The Fair is not really over, until everything is put up for the following year. There are two types of post-fair jobs:

- 1) Cleaning, packing, and moving supplies and objects
- 2) Inventory, record keeping, and organizing

There is a lot to be done and it must be done with care and attention to detail! It is also a great time to reflect on the past days and provide feedback for additions and changes for the next Fair.

Number: Varies

Dates: TBA

Requirements:

- Ability to lift and move heavy objects (for Job 1)
- Good attention to details
- Ability to follow directions

