

# OKLAHOMA STATE FAIR

## 2022 Volunteer Position Requirements

### Pre-Fair Positions

#### **Pre-Fair Volunteer Setup**

**Duties:** Volunteers will help set up and clean Vendor Break Rooms, InFAIRmation Booths, and Headquarters for the Fair.

**No. Volunteers:** 4 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 5 – 7

**Requirements:** Ability to lift and move heavy objects. Willingness to work outdoors. Comfortable and flexible clothing and tennis shoes are highly suggested.

**Location:** Various places on the Fairgrounds

#### **Pre-Fair Attractions Setup**

**Duties:** Volunteers will assist the Director of Programs and Entertainment with the setup of The *Hands-On* Spot in the Modern Living Building. Volunteers will be taping floors, moving tables, setting chairs, hanging TV's, setting up and decorating puppet theatre, sorting metal and setting up metal sculpture area, setting up brain teasers area, setting up the jumbo chess set, etc.

**No. Volunteers:** 3 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 6 – 8

**Requirements:** Indoors, ability to stand and/or walk for an extended period of time, get on a ladder or step stool, bend, kneel, squat, lift up to 30 lbs. Comfortable and flexible clothing and tennis shoes are highly suggested.

**Location:** Modern Living Building

#### **Pre-Fair Hospitality**

**Duties:** Volunteers will 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.

**No. Volunteers:** 4 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 12 – 14

**Requirements:** Friendly, outgoing, helpful & hospitable; ability to lift ice and beverages; ability to drive a golf cart (or work with someone who can); and the ability to work outdoors in all types of weather.

**Location:** Various vendor areas

### Customer Service Positions

#### **Vendor Hospitality - Break Place**

**Duties:** Hospitality volunteers serve as hosts to the hundreds of vendors/exhibitors. They serve drinks and refreshments and maintain vendor hospitality rooms.

**No. Volunteers:** 3 – 4 positions per shift

**Length of Shift:** 3.5 to 4.5 hours

**Dates:** September 15 – 25

**Requirements:** Friendly, helpful, courteous, polite, and hospitable; ability to work as a team to prepare coffee, iced drinks, and snacks quickly and in large numbers; light cleaning, vacuuming and washing utensils; may require lifting bags of ice and standing for extended periods.

**Location:** Bennet Event Center & Pavilion

## **Guest Services - InFAIRmation Booths**

**Duties:** Guest services volunteers are the “face” of the State Fair to many of the fairgoers each year. Volunteers will provide information, direction, and assistance to our patrons.

**No. Volunteers:** 8 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 15 – 25

**Requirements:** Ability to answer guests’ questions using the materials provided; and some basic knowledge of the Fair. Must have a friendly and service-oriented attitude. Outgoing volunteers with good customer service skills who enjoy finding answers to questions and talking with hundreds of people will enjoy this position.

**Location:** Air-conditioned portable building on Food Row, The Circle, Gate 9 and Arena.

## **Volunteer Headquarters**

**Duties:** Headquarters (HQ) is the heart and soul of the volunteer program. All volunteer activities are driven through HQ: guest services call for directions and answers; hospitality lounges are stocked and serviced; all volunteers check-in and out here, etc.

There are 2 different jobs in HQ:

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

**No. Volunteers:** 2 positions per shift

**Length of Shift:** 4.5 to 5 hours

**Dates:** September 15 – 25

**Requirements:** Must have at least 2 years previous volunteer experience at the Fair; organized, friendly, helpful & courteous; ability to lift bags of ice and boxes of visitor guides; ability to drive a golf cart safely; and willingness to go outdoors in all types of weather. The Special Programs and Events Manager will determine who is eligible to work in HQ.

**Location:** Arts Annex

## **AgriBusiness and Horse Show Positions**

### **State Fair Livestock Shows and Skillathons**

**Duties:** Volunteers help with handing out livestock exhibitor check-in packets, assisting in the operation of competitions in the livestock show office and/or in the show rings, and other various tasks. Skillathon volunteers help score youth answers with a rubric during the contest.

**No. Volunteers:** Varies per day

**Length of Shift:** 4 to 5 hours

**Dates:** September 15 – 25; Skillathons - September 17 & 24

**Requirements:** Indoor building, on your feet and a fast pace is needed at busy times; ability to stand for extended periods and/or walk in deep arena dirt; friendly, helpful, courteous, polite and hospitable. Dress code requires comfortable, closed toed shoes (i.e., no sandals), long shorts or pants in this area.

**Location:** Barn 1/Superbarn Show Office

## **State Fair Horse Shows**

**Duties:** Volunteers assist the Horse Show manager as needed with a variety of duties including helping in the paddock, handing out ribbons, helping with the gate during the events, running score sheets to and from the judges, and various horse show office duties.

**No. Volunteers:** Varies per day

**Length of Shift:** 4 hours

**Dates:** September 15 – 25

**Requirements:** Must have general knowledge of horses and ability to stay safe around them; ability to stand for extended periods and/or walk in deep arena dirt; some lifting of props may be necessary; friendly, helpful, courteous, polite and hospitable. Dress code requires comfortable, closed toed shoes (i.e. no sandals); long shorts or pants in this area.

**Location:** Barn 6

## **Special Programs Positions**

### **Special Admissions Greeter**

**Duties:** Volunteers assist with registration, directions, and information for the Oklahoma State Fair Special Admission Program. This program is designed to provide a means for groups who have special social, economic or physical needs to attend the Oklahoma State Fair.

**No. Volunteers:** 1 – 2 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 20 & 21

**Requirements:** Ability to do a significant amount of walking and willingness to work outdoors in all types of weather.

**Location:** Gate 3

### **State Fair Academy Greeter**

**Duties:** Volunteers assist with registration, directions, information, and lunch information for the schools that participate in the Academy Program.

**No. Volunteers:** 2 - 4 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 20 – 23

**Requirements:** Ability to do a short distance walking several times a day; and willingness to work outdoors in all types of weather.

**Location:** Gate 5 parking area

## **Special Events and Hands on Spot Positions**

### **Creation Zone**

**Duties:** Volunteers will monitor the metal sculpting and puppet areas making sure age restrictions are enforced, if applicable, areas are continually picked up, clean, organized and supplies restocked.

**No. Volunteers:** 1 – 2 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 15 – 25

**Requirements:** Working with teens – adults in the metal sculpting and children in the puppet area. This position is indoors and can require standing and moving around the room.

**Location:** Modern Living

### **Special Events**

**Duties:** Volunteers will help with set up and execution of various special events during the Fair. These Special Events include Band Day, Senior Day and the OSF Putter's Cup.

**No. Volunteers:** 1 – 4 positions per shift (varies by event)

**Length of Shift:** 4 hours

**Dates:** September 19, 21, 23

**Requirements:** Must enjoy working with people. Will be standing for majority of time working. Some shifts require being outside for long periods of time.

**Location:** Modern Living and The Circle

## **Post-Fair Positions**

### **Post-Fair Attractions Tear Down**

**Duties:** Volunteers will assist with the tear down of The *Hands-On* Spot in the Modern Living Building. Volunteers will move tables and chairs, taking down TV's, take down and pack up the puppet theatre, sorting metal and packing up metal sculpture area, take down brain teasers area, pack up the jumbo chess set, etc.

**No. Volunteers:** 3 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 26 – 27

**Requirements:** Indoors, ability to be on your feet or walk for an extended period of time, get on a ladder or step stool, bend, kneel, squat, lift up to 30 lbs. Comfortable and flexible clothing and tennis shoes are highly suggested.

### **Post-Fair Volunteer Tear Down**

**Duties:** Volunteers will help pack up Vendor Break Rooms, InFAIRmation Booths, and Headquarters for the Fair. Will include cleaning and moving items.

**No. Volunteers:** 4 positions per shift

**Length of Shift:** 4 hours

**Dates:** September 26 - 28

**Requirements:** Ability to lift and move heavy objects. Willingness to work outdoors. Comfortable and flexible clothing and tennis shoes are highly suggested.

**Location:** Various places on the OKC Fairgrounds