**SWEET PEA COMMITTEE: PARK SERVICES** **TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park

**Assistance:** A crew of 20 people minimum, for set up the Thursday of Festival week, 9AM-12PM and 1-4PM. Friday is 9-12Noon (15-20 crew)

A crew of 20 people minimum per shift, for tear down on Sunday of Festival week, 3PM-6PM and 6-9PM.

**Supplies:** All items in Sweet Pea semi-trailer or at HQ - includes signs, flagging, gate set-up tables, chairs, etc.

**Contacts:** See attached list

**Note:** Executive Director handles stages, sounds, and stage lights

**Misc:** In the past 15 years the DC, Offsite, Park Services & Infrastructure have worked as a team to set up the festival, working together with all job descriptions combined.

Park closed to traffic: Fri – 3 p.m. - 11 p.m.

Sat – 9 a.m. - 11 p.m.

Sun – 9:30 a.m. - 7 p.m.

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings when possible
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Submit expense estimate budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Reserve walkie-talkies for use in Headquarters and button booths (needed at six admission booths, HQ tent, Off-Site Services Chair, Park Services Chair, police, cart drivers, Executive Director, and Music Chairperson – approx. 18).
* Reserve portable toilets including one for handicapped. Of the 49, majority and two of the three handicapped go in the cul-de-sac area at south end of Buttonwood (see contact list)

**March**

**April:**

* Contact organizations for volunteer availability for set-up and tear down of the Festival (i.e. Montana Conservation Corp, Youth Services, Journey Church – see contact list). Make sure to contact Executive Director for any other group volunteer leads.

**May:**

* Reserve garbage dumpsters, garbage and recycling bins – contact City.
* Send any park map changes to Schedule of Events Committee Chairperson

Get familiar with VolunteerLocal and input volunteer schedule. Office starts set up – edit shifts and send email to past volunteers asking to sign up again (through VolunteerLocal).

**June:**

* Confirm rental of 1200a generator (typically orded ED)

**July:**

* Purchase/provide any anticipated supplies needed in park during Festival
* Meet with City Parks personnel in person regarding needs in Park during Festival and arrange for delivery and/or pick-up of needed items (keys, barriers, bicycle racks, saw horses, etc)
* Arrange for transportation of storage semi-trailer to and from park on Thursday by 8:30 a.m. (give 1 week notice to M&W) and on Sunday (see contact list) (coordinate with Executive Director). **Make sure to remind semi-tractor driver to bring required blocking (such as railroad ties) for landing gear to rest on.**
* Walk through Lindley Park with park personnel marking sprinkler heads and ensuring the drinking fountains are operational, before Festival set-up (Parks & Rec usually requests a walk-through if needed and always marks the sprinkler heads themselves.)

**August:**

* Confirm delivery of storage semi trailer
* Install the scrims (these are through Moon Over Montana) on the children’s UHaul that is used for the backdrop of the family stage
* Arrange physical set-up needed in park (erect tents, set-up lights for use in toilet area by pavilion after dark, post signs, position saw horses, erect admission booths, etc)
* Be in park area during Festival as much as possible
* Monitor unauthorized parking on Buttonwood during Festival
* Dismantle and return all items to proper locations during festival tear down
* Put city equipment in one location for easy return by DC
* Account for return of all rental equipment
* Coordinate and monitor packing of supplies into storage semi-trailer
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website
* Follow-up with City Parks Superintendent after the Festival if there were problem areas
* Submit feedback on this year’s events – fill out and return evaluation form distributed from Sweet Pea office staff

**August-September:**

* Submit invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd