

Volunteer roles for “Birds and Blooms” - Walk in the Woods  
May 14, 2005 - Hopkins Memorial Tree Farm

**Parking & Traffic Crew 2 – 6 people 2 & 4-hour shifts (8 am, 9am, 11am, 1pm)**

Duties: Set up any directional signing/traffic control devices on-site to assist with parking and traffic flow. Direct traffic and assist guests with parking as necessary. Answer basic questions about the property and event.

**Greeters 2 – 6 people 2 & 4-hour shifts (8am, 11am, 1pm)**

Duties: Greet walkers at sign-in station, provide handouts, directions & information about trails that help people select the most appropriate walk for their interest and abilities; and answer basic & specific questions about the property and event.

**Refreshment Station 2 – 4 people 4-hour shifts(8am, 11am, 1pm)**

Receive catered food & beverages, and restock serving trays, beverages and other food items as necessary.

**Guides & Field Crew 2 – 6 people 4-hour shifts (8am, 11am, 1pm)**

Duties: Drive tree farm bus to assist those in need of a lift. Provide information and directions to guest, especially at key intersections of trails and roads on the tree farm. Answer basic questions about the property and event. Conduct selected forestry demonstrations such as tree measurement, woodcraft, pruning, plant identification, etc (whatever you are good at, this is a time to share it!).

**Facilities & Event Coordination 3 – 5 people 4-hour shifts (8am, 11am, 1pm)**

Duties: On day of event coordinate the coming/going of volunteers and provide general support and trouble-shooting/problem solving for the event. Staff the radio and telephone and respond to emergencies and miscellaneous needs of guests and volunteers.

**All Volunteers**

- Volunteer orientation and instructions will be provided prior to the event—time to be determined and based on needs.
- Some roles can be combined and some sharing of shifts can occur if two people want to split duties to break up the day.
- Team captains are especially desired if someone has interest in taking more leadership in a particular aspect of the event.

**Contact Tim Lichen for more details and to ask any questions, 503-632-2150.**