



Position Title: Community Event Volunteer

Reports to: Outreach Coordinator

Overview of Position:

Help Richmond Main Street present community events: Music on the Main, Healthy Village Farm Stand, Spirit & Soul Festival/Fundraiser, Holiday Festival, Art in Windows Reception, Holiday Bazaar.

Specific Tasks:

1. Pre-Event: move event items from RMSI office to event space, set up tables and chairs, set up arts and crafts tables, monitor event space, pass out flyers to pedestrians.
2. During Event: pass out/collect surveys, pass out programs, monitor volunteer/entertainment rest tent, manage arts and crafts table, face painting, assist RMSI staff.
3. Post-Event: Break down tables and chairs, litter pick-up, put away arts and crafts supplies, return event items to RMSI office.

Time Required: minimum 4 hours per event

Qualifications

Physical/Age Requirements 16+ years of age, ability to stand/walk 3 hours, lift 30 pounds

Skills/Education Customer service skills, arts and crafts, working with children

Experience Volunteer experience a plus

Training Required minimal, day of volunteer shift

Other Enthusiasm for Richmond Main Street, RMSI events, and revitalization of Downtown Richmond

Benefits to Volunteer Giving back to the Richmond and greater Bay Area community; community service hours

Contact Alicia Gallo: outreach@richmondmainstreet.org or (510) 236-4049 for more information.