



## Oregon Polo Classic

July 22 and 23, 2017

### Abbreviated Volunteer Job Descriptions

Register at <https://cwa.ejoinme.org/polovolunteer>

Oregon Polo Classic (OPC) could not take place without our dedicated volunteers! Thank you for your interest. This fun, outdoor event takes place in a field in West Linn, Oregon. You do not need prior experience, just a positive attitude and be ready to have fun! After you register, a more detailed job description will be emailed to you in July. Also, we encourage you to attend our orientation (date TBD). We ask that you wear a t-shirt (provided) to help guests identify you as a volunteer; it may be picked up in advance of the event at our Portland office.

Please be prepared for walking on grass and gravel terrain and unpredictable weather. Please note there is no public transportation to the Polo fields. Some jobs will be fast paced and physically demanding and others will be more interactive with guests with a lot of standing and walking. Please read the requirements carefully before signing up.

All jobs listed are available on both days. For Sunday shifts, volunteers are required to be at least 21 years old. For Saturday shifts, please see minimum age required below.

#### **Event Set Up** (Saturday, July 22 minimum age 12)

May include placing décor (floral centerpieces, linens, sponsor materials, table names); setting up signage; assisting vendors with set up; setting up merchandise sales area, plus other  
*Requires lifting up to 15 lbs. and standing and walking for 3½ hours*

#### **Gate Attendant** (Saturday, July 22 minimum age 16)

Welcome guest vehicles; direct to parking volunteer; direct VIP and volunteer vehicles to designated areas  
*Requires standing and walking for 4½-5 hours*

#### **Parking Attendant** (Saturday, July 22 minimum age 16)

Assist with directing cars; direct guests to shuttle stops (there will be a parking plan and instruction)  
*Requires standing and walking for 3½ hours*

#### **Greeter** (Saturday, July 22 minimum age 16)

Welcome guests and assist them in locating registration, restrooms; hand out program; answer questions  
*Requires outgoing personality and customer service skills; not required, but we encourage you to wear a festive, eye-catching hat; requires standing and walking for approximately 4½ hours*

#### **Guest Registration** (Saturday, July 22 minimum age 21)

May include requesting proof of ticket purchase, scanning or referring to guest list and assisting those without ticket, including VIP guests

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*Requires customer service skills, use of technology, and standing or sitting for 4½-5½ hours*

**Floater** (Saturday, July 22 minimum age 18)

Be available for any task; check in with vendors to see if they need anything; respond to the needs of event staff throughout the day

*Requires flexibility, patience and willingness to pitch-in wherever needed; may include lifting 20 lbs., standing and walking for 4½-5½ hours*

**Whiskey/Cigar Tent Attendant** (Saturday, July 22 minimum age 21)

Accept payment for beverages and cigars using provided mobile device

*Requires outgoing personality, use of technology, standing for approximately 4-5 hours*

**Raffle Sales** (Saturday, July 22 minimum age 18)

Sell raffle tickets to guests using provided mobile device

*Requires outgoing personality, use of technology, standing and walking for 4-5 hours*

**Merchandise Sales** (Saturday, July 22 minimum age 18)

Sell merchandise (t-shirts) at table using provided mobile device

*Requires outgoing personality, use of technology, standing and sitting for 4-5 hours*

**Bottle and Beverage Ticket Sales** (Saturday, July 22 minimum age 21)

Sell drink tickets to guests using provided mobile device

*Requires outgoing personality, use of technology, standing for 3½ -4½ hours*

**Hat Parade Assistant** (Saturday, July 22 minimum age 16)

Assist by encouraging guests wearing hats to participate; direct them to safe entrance to field

*Requires standing and walking for 2 hours*

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