

Rover 2016

The Rover, a seasoned festival volunteer, works in all capacities, as needed. Rovers fill in for volunteers who can't make their shift, or jump in to help when things get really busy. You will be assigned duties when you turn up for your shift. You must be flexible, a reliable team player who is able to perform multiple tasks. Your previous volunteer experience at the Kingston WritersFest and solid knowledge of each of the volunteer jobs are essential. This is an important role in supporting the smooth operations of the Festival. You report to the Volunteer Manager.

Your main responsibilities are:

- To accept the assignment when you arrive for your shift, or as needed throughout your shift
- To be a reliable team member
- To provide support as needed in any of the volunteer positions or in a behind-the-scenes role

Step-by-Step

Before the Event

- Arrive at least 30 minutes prior to your shift in the Volunteer Lounge. Assigning you specific duties may be a last minute decision depending on any last minute cancellations, and the area deemed most in need of your support.
- Synopses of volunteer job description will be available in the Volunteer Lounge. Quickly re-familiarize yourself with your assignment if you need a refresher. Please feel free to ask any questions or get the information you need to carry out your assignment.
- Be prepared to accept direction from Festival staff. They are looking for your support to fill an important need or gap during your shift.

After the Event

- Return to the Volunteer Lounge to enjoy Festival hospitality and to share your experience in this role.