



## Volunteer Position: Summer Concert Series: Greeter, Support, and Bike Valet Positions

**Reports to:** David Allison, Museum Coordinator

### Position Descriptions:

**Greeter:** Volunteers will assist with logistics such as set-up, tear down, survey distribution and tracking attendance for Broomfield Summer Concert events. Volunteers will also greet the public and help them with wayfinding in the venue. Once the show has started volunteers will be able to relax and attend the performance. Shifts begin at 6 p.m. and are over at 7:30 p.m. Summer Concert Series schedule is located on <https://broomfield.org/summerconcerts>. Volunteers will meet staff members at the Arts & History tent at the start of their shift for an overview of the event and a quick training.

**Support:** Volunteers will assist with logistics such as set-up, tear down, survey distribution and tracking attendance for Broomfield Summer Concert events. Volunteers will also greet the public and help them with wayfinding in the venue. Once the show has started volunteers will be able to relax and attend the performance, until staff needs support for tear down. Shifts begin at 6 p.m. and are over at 9 p.m. Summer Concert Series schedule is located on <https://broomfield.org/summerconcerts>. Volunteers will meet staff members at the Arts & History tent at the start of their shift for an overview of the event and a quick training. 14 and up.

**Bike Valet:** Volunteers will support intake, moving, and security for attendee bicycles at the Broomfield Bike Valet during the Summer Concert Series. Volunteers will ensure that audience bicycles are received, stored, and returned appropriately under supervision of Arts & History staff members. Shifts begin at 6 p.m. and end at 9 p.m. 18 and up.

### Duties and Responsibilities:

1. Assist the public with answering questions, greeting and wayfinding at the venue.
2. Help with set-up and tear down of event gear such as tables and pop-up tents. Bike valets must be able to move bicycles on their own.
3. Must be able to update information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.
4. Must pass a background check.

**Qualifications:** Must be comfortable speaking with people and being self-guided. This position requires the volunteer to be physically fit enough to occasionally lift items and move around for the entirety of their shift. Willing to follow the policies and procedures of the City and County of Broomfield.

**Training Provided:** Task overview, training, and a volunteer shirt and badge will be provided onsite on the day of the event during your first shift.

**Benefits for the Volunteer:** Help with fun events in your community and get to enjoy a variety of music while being outdoors in the wonderful summer weather!