**PIANO FESTIVAL 2021 VOLUNTEERS**

|  |  |  |
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| **POSITION** | **MORNING (8:30-12:30)** | **AFTERNOON (12:30-4:30 pm)** |
| Entrance door monitor #1 |  |  |
| Entrance door monitor #2 |  |  |
| Registration/info table #1 | Cindy Wilkinson | Cindy Wilkinson |
| Registration/info table #2 |  |  |
| Judge #1 runner |  |  |
| Judge #1 exit runner |  |  |
| Judge #2 runner |  |  |
| Judge #2 exit runner |  |  |
| Judge #3 runner |  |  |
| Judge #3 exit runner |  |  |
| Judge #1 Monitor |  |  |
| Judge #2 Monitor |  |  |
| Judge #3 Monitor |  |  |
| Exit door monitor |  |  |
| Floater |  |  |
| Floater |  |  |
| AFTER festival processor | Cindy Wilkinson | |
| AFTER festival processor | Temeka Davis | |
| AFTER festival processor |  | |
| AFTER festival processor |  | |
| AFTER festival processor |  | |

**VOLUNTEER JOB DESCRIPTIONS**

Entrance door monitors: (need table and 2 chairs outside + at least 1 infrared contactless thermometer + clipboard full participant list with extra space for recording temp + pens)

* Greet children & parents
* Confirm judge # and parent cell phone number
* If there are changes to cell number, communicate that to registration table
* Measures and records child’s temperature
* Be sure child uses hand sanitizer
* Directs student to take a seat in color-coded seats in entrance area (according to assigned judge)

Registration/information table: (need table and 2 chairs, electrical connection for computer, all festival lists, extra forms, etc.)

* Be prepared to answer questions related to all things festival and schedule!
* Keep communication flowing between monitors and runners (changes needed for schedule, parents’ contact numbers, etc.)

Judge runners & exit runners (working in tandem): (need charged cell phones; need willingness to do significant walking, clean piano keys in judging rooms between students; need clipboard with list of all students assigned to their judge, parent names and cell #’s)

* Meet students in entrance area of Flanagan Hall (at color-coded seats)
* Escort students to their assigned judging area (there will be 2-3 waiting chairs outside of each judging room)
* Helps students who need to use restroom
* Makes sure students use hand sanitizer before entering judging room
* Manage students’ entrance to judging room, based on readiness of judge.
* Clean piano keys between students
* After students play, contact parents and escort students to pick-up point (McDowell Street side of Adult Education building)
* At end of shift, delivers all judging sheets to registration/information table

Exit door monitor: (need 1 chair; needs charged cell phone; clipboard with full participant schedule and parents’ name/cell numbers)

* Stay at post and make sure students are picked-up safely
* Check-off students as they are picked-up

Floater: (needs charged cell phone)

* Provides support/relief breaks for other volunteers as needed

AFTER FESTIVAL processor

* Processes scores and communicates these to each teacher
* Prepares and prints certificates for each student
* Delivers or mails certificates to teachers