

Cupertino Earth Day & Arbor Day Lead Volunteer Positions 2017

Cupertino is looking for some energetic and enthusiastic environmental leaders to join our Earth Day & Arbor Day Festival Team! Individuals acting in these lead volunteer positions would be expected to attend one or two ~2 hour training sessions the week prior to the event and work 7am-4pm on the festival day (this includes set up and take down) on April 22nd, 2017. The hours of some positions may differ and exceptions may be granted based on an individual's availability. Interested individuals should email katyn@cupertino.org with their resume, contact information, and answers to the following three questions:

1. Which of the Earth Day Lead Volunteer positions below are you most interested in?
2. What about your interests or past experiences make you a great candidate for the Earth Day Lead Volunteer position you indicated in Question 1?
3. What do you hope to get out of this short term volunteer experience?

Applications due Monday, March 6th at 5pm. The positions will be open until filled and qualified applicants will be invited to an interview process before a final selection is made. For additional information, email katyn@cupertino.org.

Lead Volunteer Coordinator

Under the direction of City staff, this position is responsible for leading ~100 volunteers that help set-up and take-down festival equipment, give out eco-passports and prizes to attendees, aid with registration, provide vendors with water and other materials, and assist City staff as needed. Volunteer coordinator will delegate responsibilities to volunteers and will work with other lead staff to ensure they have the volunteers they need.

Registration Coordinator

Under the direction of City staff, this position is responsible for coordinating the vendor and volunteer registration and eco-passport process. Tasks will include signing in vendors and volunteers, providing directions to vendors and attendees, handing out eco-passports and prizes, and assisting staff when needed.

Community Bike Ride Assistant

Under the direction of Cupertino's Safe Routes to School Coordinator, this position assists with implementing the City's 2nd Annual Pedal 4 the Planet Ride, which occurs before the festival begins. Tasks will include registering riders, setting up water and snack stations, taking photographs, and rallying rider enthusiasm.

Entertainment Coordinator

Under the direction of City staff, this position is responsible for managing the schedule and logistics of festival entertainment. Tasks include registering performers, setting up the stage, helping City communications staff set up equipment, and maintaining the performance schedule.

Zero Waste Event Specialist

Under the direction of City staff, this position is responsible for managing waste collection and sorting efforts. Tasks will include monitoring volume of bins, taking waste out to the enclosure, delegating

volunteers to man waste stations and educate attendees on proper sorting techniques, and sorting recyclables and compostables at the end of the event to ensure the event attains maximum diversion.