

## **Cupertino Earth & Arbor Day 2020 - Lead Volunteer Application**

Cupertino is seeking energetic and enthusiastic environmental leaders to join the Earth & Arbor Day Festival Team as Lead Volunteers! Through this leadership opportunity, Lead Volunteers contribute to a successful event by coordinating vendors, entertainment, and other volunteers.

### **Lead Volunteer Positions**

#### *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, distribute Eco-Passports and prizes to attendees, aid with registration, provide vendors with water and other materials, and assist City staff as needed. The Lead Volunteer coordinator(s) will delegate responsibilities to volunteers and work closely with other Lead Volunteers.

#### *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.

#### *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.

### **Additional Commitments and Requirements**

- One 2-hour training session the week prior to the event
- Volunteer from 7:00 a.m. to 4:30 p.m. on Saturday, April 18, 2020
- Candidate is 14 years of age or older

## **Application Process**

Interested individuals may email [VanessaS@Cupertino.org](mailto:VanessaS@Cupertino.org) with their resume, contact information, and answers to the following questions by Friday, March 13<sup>th</sup>:

1. Which of the Earth Day Lead Volunteer position(s) below are you most interested in?
2. What interests or past experiences make you a great candidate for the Earth Day Lead Volunteer position(s) you indicated in Question 1?
3. As part of the application process, top applicants may be invited to interview. Are you available on Tuesday, March 17<sup>th</sup> from 2-5 p.m. for a potential interview?