



## VOLUNTEERS OF EDMONTON 2008 AREA DESCRIPTIONS

Thank you for your interest in being a part of this year's event. All volunteers are required to attend an orientation prior to the race as part of their job assignment. Volunteers in most areas are required to work a six to eight hour shift each of the three days of the event- Thursday, Friday and Saturday. ***The minimum work commitment each volunteer must make is three shifts prior to, during, or after the race (some assignments require more than this minimum).***

### \*ACCESS

These volunteers are frontline ambassadors for the event, directly interacting with the public. Jobs include greeting guests at the gates, validating tickets, assisting with seat location and regulating crowd flow in the paddock areas.

***Volunteers are required to work July 24, July 25, July 26***

### \*CREDENTIALS

Volunteers work in the Credential office ***Monday, July 21 thru Saturday, July 26th*** They will produce the picture I.D.'s using cameras and laminating equipment. ***Assignments in this area will be based on daytime availability during race week.***

### \*DISPATCH

Volunteers regulate all radio frequencies to help with operational & volunteer communications. Good listening and communication skills are an asset. No experience required, we'll train you. ***Three day commitment.***

### \*FOOD SERVICES

Volunteers will assist in the distribution of meals to other volunteers. ***This area sets up Sunday July 20th and will work through until Monday July 27th' -tear down day.*** Meals are provided to onsite set up crews during race week and to the volunteer team during race dates. This is the social hub of the event.

### \*HOSPITALITY

Volunteers assigned to this area facilitate the operation of the suites in corporate hospitality areas. These volunteers lend support to the smooth running of the suites and to provide assistance to the clients and to monitor access to these areas. ***Three day commitment.***

### **\*INFO CENTRES**

Volunteers staff four (4) information booths located throughout the race site. They provide directions, child registration, activity information and assistance to the general public attending the race. *Three day commitment.*

### **\*MEDIA CENTRE**

Volunteers are involved in a variety of functions such as telephone answering, hospitality, duplicating services and distributing press notes. *Assignments to the Media Centre will be based on availability from Tuesday, July 22nd thru Saturday evening, July 24th. Limited space available.*

### **\*SPECIAL EVENTS**

Special activities are being planned in conjunction with Rexall Edmonton Indy. These events may take place on or prior to race weekend. Volunteers may be needed to assist in these events. *Daytime & evening availability during race week is required to be assigned to this area; July 22nd thru July 26th.*

### **\*SITE SERVICES**

Volunteers assist in preparing the racecourse and auxiliary facilities. Responsibilities include fencing, screening maintenance, site preparation, placement of directional signage, equipment and vehicle control, painting and various light duty maintenance. Workers also assist in post race teardown. Shifts begin two weeks prior to the race and will extend through the week after the race. *Some daytime availability from July 2nd thru July 31<sup>st</sup> required.*

### **TRANSPORTATION**

Volunteers assigned to this area assist in the transporting of people and materials required to produce the Rexall Edmonton Indy. Requests from the staff and volunteer management team involving a wide variety of tasks will need to be managed. Drivers of vehicles must be 25 years of age and a drivers' abstract will be obtained by Rexall Edmonton Indy for verification of valid drivers' license. *In addition to working race dates, Transportation requires people who are able to volunteer some time the three weeks prior to the race and during the week following the race. A valid driver's license is required.*

### **\*VOLUNTEER CENTRE**

Volunteers are needed to assist in the operation of the Volunteer Centre Office. A variety of jobs are available: reception, mail and orientation kit assembly, uniform distribution and assisting the Rexall Edmonton Indy Staff. The office is open *July 9th thru July 31st. Office hours are divided into shifts starting at 9:00 am. Volunteers required to work a minimum of one race day shift starting at 6:00am.*

