

## **Zoobilee Volunteer Positions**

Please indicate on the volunteer application form your top three position choices from the below list.

## Volunteer benefits and requirements:

- Attire: Black pants, White Collared Shirt, and comfortable shoes (no jeans). Black Volunteer Apron will be provided.
- Lunch and/or dinner provided
- 14 years and older to setup or take down the event; 21 years and older to work during the event.
- Must attend one of the three volunteer trainings scheduled: Sunday, June 23, at 3:30pm, Monday, June 24, at 6:30pm or Saturday, June 29<sup>th</sup>, at 9:00am

For more information please call or email Gina Tzodikov: 253-404-3694 or volunteers@thezoosociety.org

Pre-Event			
Position	# of Volunteers needed	Description	Shift dates & times
Event Volunteer Assistance	1-3	Call each scheduled volunteer reminding of position/time of arrival for pre-event prep and day of volunteering. Send email reminders as well. Prepare volunteer packets and check-in table.	June 1 - July 18: Based on availability
Office Assistance	1-3	Help in the Zoobilee office with stuffing packets, mailings, follow up calls, duties to be determined based on ability and availability.	July 4 - 18: Based on availability
Auction Work Party	5	Organize & number donated items. Group items (as determined by auction chair) and arrange in baskets.	July 13 (Saturday): 10:00 am - 2:00 pm
Runners	1-3	Pick up supplies, donations, signage as needed in the Tacoma area. Access to a large vehicle helpful but not required.	July 15-18: Based on availability
Auction Assistance	1-3	Organize & number donated items. Group items (as determined by auction chair) and arrange in baskets.	July 15-18: Based on availability July 18: 5:30 pm - 8:30 pm
Day of Zoobil	ee - Friday Ju	l <b>y 19<sup>th</sup></b>	
<b>Logistics Positi</b>			
Position	# of Volunteers needed	Description	Shift dates & times
Volunteer Assistants	6 (2 per shift)	Prepare check-in materials, tables and volunteer food.  Monitor volunteer hospitality room and check-in volunteers. Check-in restaurant, beverage, entertainment and volunteers.	July 19: 8:00 am - 12:00 pm July 19: 12:00 pm - 4:00 pm July 19: 4:00 pm - 8:00 pm July 19: 8:00 pm - 12:00 am
Gate and Supplies Monitor	9 (3 per shift)	Monitor gates for approved entry of vendors, entertainers and deliveries.	July 19: 8:00 am - 2:00 pm July 19: 2:00 pm - 8:00 pm July 19: 8:00 pm - 2:00 am

Day of Zoobilee - Friday July 19 <sup>th</sup>							
Logistics Positions							
Position	# of Volunteers needed	Description	Shift dates & times				
Area Supervisors	4	Supervise a service area. Monitor vendors, volunteers, and general logistics.  Zoobilee experience required	July 19: 8:00 am – 1:00 am				
Decorations/Set-up	20 (10 per shift)	Assist in set-up of decorations, chairs, tables, and linens for event throughout Zoobilee footprint.  Groups are welcome – inquire about group size	July 19: 9:00 am - 12:30 pm July 19: 12:30 pm - 5:00 pm				
Auction Set Up	10	Assist with setting up the silent auction and live auction.	July 19: 9:00 am - 12:30 pm July 19: 12:30 pm - 5:00 pm				
Signage Crew	2	Set-up signage for event - parking & hanging banners.	July 19: 2:00pm – 5:00pm				
Event Runners	9 (3 per shift)	Assist with moving ice, food and supplies to booths from supply areas. Requires lifting/loading 40 lb ice bags and walking Zoo grounds.	July 19: 2:00 pm - 5:30 pm July 19: 5:30 pm - 8:00 pm July 19: 8:00 pm - 10:00 pm				
Parking Lead – Zoo Lot	1	Oversee lot, coordinate volunteer efforts to make sure guest parking and drop-off and pick-up happen in an orderly fashion.	July 19: 5:00 pm – 2:00 am				
Parking Attendants	8 (2 per shift)	Assist guests with parking & answer questions.  Groups are welcome – inquire about group size	July 19: 5:00 pm - 7:00 pm July 19: 7:00 pm - 10:00 pm July 19: 10:00 pm - 12:00 am July 19: 12:00 am - 2:00 am				
After Party Buser	4	Help bus tables, wine/water service. Maintain plaza area. Make sure after party area and tables are set up. Groups are welcome	July 19: 9:00 pm – 1:00 am				
<b>Guest Service</b>	Positions						
Position	# of Volunteers needed	Description	Shift dates & times				
Photo Assistant	1-2	Assist professional photographers with guest photo area.	July 19: 7:00 pm – 8:00 pm July 19: 10:00 pm -11:30 pm				
Guest Directors	6	Help direct guests during the event and answer questions. At the end of the evening, help direct guests to check out.	July 19: 5:00 pm - 8:30 pm July 19: 9:30 pm - 1:30 am				
Coat Check	1	Assist coat check vendor.	July 19: 5:00 pm - 7:30 pm July 19: 9:30 pm - 1:30 pm				
Event Check In	8	Check-in guests, register guests payments, distribute wrist bands.	July 19: 5:00 pm - 8:00 pm				
Golden Ticket Sellers	6	Sell golden tickets to guests- take bidder numbers. Volunteers will work in pairs.	July 19: 5:00 pm - 8:00 pm				
Wine Toss	6	Manage implementation of game and taking bidder numbers. Transport winning bottles to check out.	July 19: 5:30 pm – 8:30 pm				
Wheel of Wow	6	Sell chances to spin the wheel & win prizes. Take bidder numbers, monitor prize distribution, etc. Help with cleanup of wheel.	July 19: 5:30 pm - 8:30 pm				
"Buy it Now" Wall	6	Sell chances to win prizes from the "Buy it Now" wall. Take bidder numbers, monitor prize distribution, etc.	July 19: 5:30 pm - 8:30 pm				
Silent Auction Monitor	10	Monitor silent auction. Close silent auction tables. Take bid cards to check out.	July 19: 5:30 pm - 8:30 pm				
Live Auction Spotters	3	Spotters during the live auction (work along w/ paid spotter).	July 19: 6:00 pm - 10:00 pm				
Live Auction Recorder	1	Record purchases during the live auction (work along with paid recorder).	July 19: 6:00 pm - 10:00 pm				
Live Auction Bid Sheet Signers & Runners	5	Obtain signatures on live auction sheet and distribute bid sheet to auction check out.	July 19: 6:00 - 10:00 pm				
Event Check Out	5	Check guests out, recording silent/live auction bids.  Prefer same volunteers that helped with event check-in	July 19: 8:00 pm - 1:30 am				
Auction Packers	10	Package items for pick-up at check-out.	July 19: 8:30 pm - 10:30pm				

Food and Beverage Positions				
Position	# of Volunteers needed	Description	Shift dates & times	
Snack Distributor	2	Serve pre-packaged snacks to guests.	July 19: 5:00 pm - 8:00 pm	
Signature Drink Servers	4	Serve signature cocktail to guests waiting to enter event. Food Handler Permit required & Class 12 permit to pass alcohol required	July 19: 5:30 pm – 7:30 pm	
Health Card Food and Beverage Server	15	Serve beverages and/or food to guests. Food Handler Permit for serving food required Class 12 permit to pass alcohol required	July 19: 6:00 pm – 1:00 am & based on availability	
Wheel of Wow Drink Servers	4	Deliver specialty drinks won from the Wheel of Wow to tables. Food Handler Permit required & Class 12 permit to pass alcohol required	July 19: 7:30pm - 8:45 pm	
Dessert Monitor	2	Stand by dessert display & make sure no sneezing, etc. Refill desserts as needed. Food Handler Permit required	July 19: 9:00pm - 1:00 am	
Clean up	20	Assist with event clean up.  Groups are welcome – inquire about group size	July 20th: 1:30 am – 3:30 am	