

## Toowoomba Carnival of Flowers 2018 Volunteer Position Descriptions

If you love Toowoomba and everything the Toowoomba Carnival of Flowers offers our city, volunteer with us over the ten days!

This year the Toowoomba Carnival of Flowers is seeking skilled volunteers to help with a range of events. You will be required to volunteer for a minimum of 5 hours and we would encourage people to commit to multiple shifts over the ten days. Volunteers must be available for an interview before they are accepted into this year's volunteer program. Volunteer your time for one day or for many different experiences over Carnival! Please be advised that all requested jobs may not be available.

### Visitor Assistance

#### Info Hub/ Visitor Information Thursday 20<sup>th</sup> – Sunday 30<sup>th</sup> September

Are you keen to share your love of Toowoomba and help welcome visitors to our region? Become an info guru stationed in the TCOF information hubs at Queens Park, Laurel Bank Park and Picnic Point to provide visitors with brochures, maps and local knowledge. You will become a vital team member working with Toowoomba Regional Council staff to assist visitors and locals alike discover all there is to Toowoomba Carnival of Flowers.

**Shift times:**

- 4 hour shift- various times

**Volunteers Needed:**

- 40+ people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable shorts/long pants
- Apply sunscreen (provided)

#### Bus Tour Guides Friday 21<sup>st</sup> - Sunday 30<sup>th</sup> September

If you love plants and are a Toowoomba local, you can join arranged tours to share your knowledge with groups around Toowoomba and the gardens. You will join tour groups coming to Toowoomba driving around different parts of the city and taking in all Toowoomba has to offer. Full training will be provided from our tour packaging specialist. Shift times are 2-4 hours.

**Shift times:**

- 2-4 hour shift- various times

**Volunteers Needed:**

- 4-6 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable shorts/long pants
- Apply sunscreen (provided)



### Parade Preparation Volunteers August & September - various dates

You will be available for various jobs helping with the Grand Central Floral Parade including helping community groups decorate floats and costumes, making paper flowers during workshops and adding potted colour to floats. Times for these shifts are varied depending on when help is needed leading up to the Grand Central Floral Parade.

**Shift times:**

- 4 hour shift- various times

**Volunteers Needed:**

- 20-30 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable shorts/long pants
- Apply sunscreen (provided)

### Parade Information Officer Saturday 22<sup>nd</sup> September

Handing out cheer sticks & chalk to the crowd prior to the floral parade. You will be paired off with another volunteer & given a section to hand out these items. You will also be available to answer any questions visitors may have and be a representative for our city. Once all items have been handed out you will make your way to the end of the parade to mind floats for the flower market.

**Shift times:**

- 1pm-5pm (finish time may vary)

**Volunteers Needed:**

- 14-20 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable solid black coloured shorts/long pants
- Apply sunscreen (provided)

### Parade Seating Officer Saturday 22<sup>nd</sup> September

You will be allocated a bus group and a section of Reserved Parade Seating to look after. Meet and greet your group at the bus and accompany them to their seating. Once your group is seated you will be free to assist with any general questions from groups and the general public.

**Shift times:**

- 1pm-4:30pm (finish time may vary depending on length of parade)

**Volunteers Needed:**

- 6 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable solid black coloured shorts/long pants
- Apply sunscreen (provided)



## Festival

### Festival Helpers Friday 21<sup>st</sup> Saturday 22<sup>nd</sup> & Sunday 23<sup>rd</sup> September

Various jobs helping at Heritage Bank Festival of Food & Wine including wrist banding patrons, scanning entry tickets, flower crown preparation and answering patron enquiries. Feel free to do a shift every day!

**Shift times (Flower Crown making):**

- All day from 8am-6pm

**Shift times (general):**

- All day from 9:30am-9:30pm

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable solid black coloured shorts/long pants
- Apply sunscreen (provided)

**Volunteers Needed:**

- 15-30 people

### Plant Market & Miscellaneous Jobs Volunteers Monday 24<sup>th</sup> – Tuesday 25<sup>th</sup> September

Helping sell potted colour to the public and helping collect trays of potted colour across the Food & Wine site. This role will require some physical work, lifting and carrying. There may also be other odd jobs around the festival site that will require some help. Lifting and carrying items will form part of this role.

**Shift times:**

- Various times from Monday 24<sup>th</sup> to Tuesday 25<sup>th</sup> September

**Volunteers Needed:**

- 5-10 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable shorts/long pants
- Hand gloves (provided)
- Apply sunscreen (provided)

### Night Garden Volunteers Wednesday 26<sup>th</sup> – Sunday 30<sup>th</sup> September

Volunteers will be on hand to scan tickets for people entering our new night garden! They will also be required to mind displays and keep the night garden looking tidy for visitors. All shifts will be in the evening.

**Shift times:**

- 5:30pm-9:30pm

**Volunteers Needed:**

- 10-20 people

**Uniform:**

- Carnival t-shirt (provided)
- Carnival hat (provided)
- Enclosed comfortable shoes (runners)
- Comfortable shorts/long pants
- Hand gloves (provided)

### What to do once you have completed you EOI?

Once we have received your expression of interest, you will be contacted for an interview and availability. You may be required to provide a copy of your driver's licence and blue card. After your interview you will be advised whether your EOI has been accepted.

Toowoomba Carnival of Flowers reserves the right to refuse any EOI received.

