

DOZER DAY

VOLUNTEER NAME: _____

ASSIGNMENT: _____ **SECTION #** _____

VOLUNTEER POSITION DESCRIPTIONS:

INFORMATION/LOST AND FOUND/MINOR FIRST AID:

1. Provide directions and information to attendees.
2. Notify onsite AMR of any first aid requirements.
3. If anyone loses or finds anything take their contact name and phone number so we can get it into the rightful hands
4. Monitor any lost children. In the event child is lost:
 - a. Send out a radio call immediately, including the child's first and last name and description (age, hair color, clothing, etc.). This is important information as we will be guarding the gates.
 - b. **Two volunteers must remain with a lost child at all times.**

VOLUNTEER HOSPITALITY AREA (Report to Supervisor): A location for volunteers to meet, report, gather, eat, and rest. **This area is available only to volunteers!**

1. Monitor hospitality area entrance to ensure everyone entering area has a volunteer lanyard.
2. Distribute lunches to those with a "Free lunch" ticket (collecting tickets) and ensure that refreshments are readily available and replenish as needed.
3. Monitor radio correspondence, ensuring all requests for additional volunteer coverage are met utilizing any extra volunteers available in the area. Respond immediately if there are "volunteer floaters" available to respond to a request.

EXIT GATE MONITOR (Report to Supervisor): Provide hand stamp as attendees leave. Thank everyone for attending and ask for their feedback on the event. If you get feedback that we should know, please give it when checking out.

PIPE CRAWL: Make sure children who enter the tunnels understand to give one another enough space.

EQUIPMENT OPERATOR (Report to Operator Supervisor):

Before getting started, work out a signal with your line monitor so that you know when the two minutes are up and it is the next child's turn.

Welcome junior drivers to climb aboard and drive the equipment. Keep your hands on the controls but let them somewhat work it as well. Always keep safety the priority. Look for your line monitor to flag you after 2 minutes.

GREETER (Report to Supervisor): Welcome attendees, hand out programs and hardhats. Inform people about the event and sticker scavenger hunt in program.

TICKET TAKER (Report to Supervisor): Make certain everyone entering the event has a ticket, lanyard, or hand stamp. Tear tickets in half, keep one half and give the other half back to attendee. Direct those without a ticket or lanyard to the appropriate area to obtain one.

WILL CALL: As Will Call purchasers arrive, find out the last name of the person who ordered the tickets check them off the list and give them the appropriate number of tickets.

PICNIC AREA: Clear and wipe down tables in picnic area, push in chairs, keep area neat and clean, and make certain trash cans don't overflow. Flag down trash crew to empty trash cans as needed.

VOLUNTEER CHECK-IN: Greet volunteers, ensure they are on the list and have them sign in prior to reporting for duty. Provide directions and information regarding their assignments and hand out lanyards, lunch tickets (if volunteer works two shifts or is operator), and safety vests and provide volunteers with a hand-stamp for complimentary admission to Dozer Day. **Direct everyone to Volunteer Hospitality Tent for safety and assignment instructions.** When volunteers are leaving be sure to collect vest and lanyard.

LINE MONITOR: Assist children (may require lifting up to 40 pounds) on and off equipment, maintain line control, maintain line of sight visibility to equipment operator in case of emergency, monitor ride time to ensure two minute rides per child, signal equipment operator by waving a flag one minute prior to the end of time limit. If lines become too long, shorten ride time accordingly.

LINE MONITOR RELIEF : Provide 15 minute breaks (restrooms, water, etc.) to Line Monitor Volunteers (See Line Monitor description above). If assignment includes a line number designation, please concentrate on providing relief for the lines indicated (ex. 1-5 = provide relief for volunteers working lines 1-5). If there is no line number designation, please provide relief to as many line volunteers as possible.

FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT LEAVE YOUR VOLUNTEER AREA UNTIL YOU ARE RELIEVED BY THE VOLUNTEER FOR THE NEXT SHIFT. THANK YOU!

SAFETY FIRST:
Emergency Procedures for Volunteers

Safety begins with your commitment to monitor situations and not let them develop into an emergency. This includes anything:

- Unsafe or which poses a security problem
- Illegal, Hazardous, and/or unethical
- Damaging to the reputation of Dozer Day

Safety Instructions:

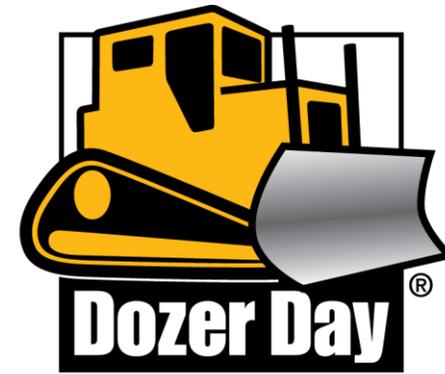
- Anyone with a minor injury (a cut requiring a band-aid, etc.) will be directed to the First Aid Tent for treatment. Please note the location of the First Aid Station on the map. If you believe the injury/incident is serious, make certain that a 911 call is placed. **Do not speak with anyone about emergency issues** due in part to confidentiality laws.
- Requests for assistance with security problems will be handled by on-site Clark County Sheriff Deputies. Police will be summoned if necessary.
- **Lost children must be escorted (by TWO adults) to the Lost and Found area located at the Information/First Aid Tent. Parents looking for lost children should be directed to the Lost and Found area.**

Radios are located on anyone with a blues vest as well as the following areas:

Front Gate
First Aid Station/Lost & Found
Parking
Volunteer Check-In
Volunteer Hospitality Tent

Please locate the radio closest to your area in ADVANCE so you'll know where to locate one quickly for any problems that require assistance, but don't warrant a call to 911.

VOLUNTEER



Where kids Drive!

HAND BOOK

DOZER DAY VOLUNTEERS ROCK!

THANK YOU