

SAN FRANCISCO PRIDE

sfpride.org

Volunteer Job Descriptions: 2012

Celebration

Celebration: Event Support

Event Support is an ideal position for anyone interested in event production. Responsibilities include putting up street barriers, helping with general site assistance, driving forklifts and/or RVs, and overseeing dispersal. Most of the work takes place before and after each day's festivities. Ideally, you would join the team for the weekend. This is a physically challenging position but also quite dynamic!

Skills Needed

Must be able to work efficiently under pressure

Must be able to lift up to 25 lbs. at a time

Ability to drive a forklift is a major plus

Knowledge of event production is preferred but not required—we will train you!

Celebration: Information Booth

The Pride Information Booths are the main resource for information at the Pride Celebration where attendees can go for resources, facts, and recommendations about all the different stages, parties, and events happening throughout the weekend. Information Booth volunteers will have access to information about key events and venues during the Pride celebration. An added benefit of this position is having the chance to meet and interact with people from around the world!

**This position requires attendance at a brief training session prior to the celebration.

Skills Needed

Previous experience volunteering for Pride preferred

Celebration: Pink Brick Booth

Each year, the community selects a recipient for the [Pink Brick](#), which represents the first brick thrown at the Stonewall Uprising. This faux award is given to a person or organization that has done significant harm to the LGBT community. The Pink Brick Booth is the location where community members have the opportunity to add their signature to a message to be sent to the Pink Brick recipient. Volunteers at the Pink Brick Booth will be responsible for overseeing the activities that take place at the booth, booth set up and take down, and answering questions with regard to the nature of The Pink Brick.

Skills Needed

Basic familiarity of the Pink Brick award (information provided with volunteer check-in materials)

Celebration: Exhibitor Support

Our exhibitor relations team works with hundreds of vendors who participate in the weekend Pride celebration. Exhibitor Support volunteers will be trained to answer exhibitor questions and troubleshoot issues that come up the day of the event.

Skills Needed

Expert troubleshooting skills
Ability to walk around the event site occasionally
Bilingual Spanish, Chinese Mandarin, or Tagalog speakers needed 7:00 a.m. - 11:00 a.m. on June 23 and 24

Celebration: Entertainment

This position involves working with our Main Stage team to assure the proper arrival of performers to the event. Entertainment volunteers work closely with Main Stage performers to assure that the performers are ready to go on stage when needed, that they are aware of their timeline, and that any potential delays are avoided. Responsibilities may include contacting Main Stage artists, driving to their hotels, accompanying talent to the performance site, troubleshooting any last-minute setbacks to the timeline, and keeping the Main Stage team apprised of any potential obstacles to fulfillment of the strict performance schedule, among other activities. Entertainment volunteers may be asked to drive a golf cart. Also involved are special projects and any last-minute assistance that may arise.

Skills Needed

Levelheadedness in fast-paced situations
Punctuality
Ability to work under pressure
Ability to follow directions
Ability to work calmly and professionally with big-name talent

Celebration: Main Stage

This position involves working backstage and providing much needed assistance to prepare for performances on the Main Stage. Responsibilities may include running errands, photocopying, laminating, and watching and cleaning talent RV's. Main Stage volunteers may be asked to drive a golf cart. Also involved are special projects and any last minute assistance that may arise.

Skills Needed

Levelheadedness in fast-paced situations
Ability to work under pressure
Ability to follow directions
Ability to work calmly and professionally with big-name talent

Celebration: Media

This position helps staff the Media Tent at the Celebration site in Civic Center and at the Parade command center at the Pride event. Media Volunteers register representatives of press and issue event information packets and media access badges. Responsibilities during the Celebration include greeting press agents, distributing press packets, answering basic questions about start and end times for the Parade, Main Stage, Celebration, etc., directing press representatives to key press locations, and assisting the Press Officer with the issue of media passes at the event, among other tasks. Volunteers interested in assisting with media

may also be interested in volunteering at our Media Party, which is tentatively scheduled to take place Thursday, June 21, 2012, immediately prior to Pride weekend.

Skills Needed

Must be able to work efficiently under pressure
Experience working with media preferred but not required
Strong interpersonal skills

Celebration: Media Party

Thursday, June 21, 2012 (Date subject to change)

Media Party volunteers help set up and run the Media Party, which takes place the Thursday prior to Pride Weekend. Responsibilities include greeting reporters and photographers, distributing press packets, answering basic questions about the Pride event (i.e., Parade, Celebration, and Main Stage start and end times, etc.), assisting the Press Officer with the issue of media passes for the Pride event, as well as other tasks as assigned.

Skills Needed

Must be able to work efficiently under pressure
Experience working with media preferred but not required
Strong interpersonal and public communication skills

Celebration: VIP Reception

Sunday, June 24, 2012 - Reception

Volunteers at our VIP Reception, which is held in City Hall, come into contact with well-known musicians, entertainers, and politicians. Responsibilities include assembling VIP gift bags, beverage running, acting as a greeter or host, helping clean the reception area, and other various tasks that keep the reception running smoothly.

Skills Needed

Levelheadedness in fast-paced situations
Ability to follow directions carefully
Ability to work under pressure
Ability to work calmly and professionally with big-name talent
Ability to lift up to 25 lbs. at a time

Celebration: Sponsor Liaison

Sponsor Liaison volunteers provide support to the Sponsor Liaison Officer. Responsibilities include labeling booth locations, checking in sponsors, setting up, responding to sponsors' questions, hanging of banners, taking photos of sponsor banners and booths, supervising the disassembly of sponsor booths, assuring the return of booth rental equipment, and other miscellaneous tasks as assigned.

Skills Needed

Professionalism/Customer service skills
Ability to effectively relay messages from sponsors
Ability to perform physical activities as described above

Celebration: Volunteer Registration

This position provides direct assistance to the Volunteer Coordinator in the accomplishment of various miscellaneous tasks associated with the proper registry and assignment of volunteers at the Pride Celebration or before the event in the Pride Office.

Responsibilities include assembling volunteer gift bags, signing in volunteers, directing and escorting volunteers to their appropriate locations, and other tasks as assigned. Flexibility is important as there are times when volunteers assisting with registration may be asked to contribute their time to other areas that might need more help.

Skills Needed

Willingness to work in other areas as needed
Ability to work professionally and kindly with our volunteers
Ability to lift up to 25 lbs. at a time (for Sunday breakdown only)

Celebration: Voter Registration Booth

Four years ago, San Francisco Pride launched a 50-state non-partisan voter registration initiative through their website at sfpride.org. Since that time, San Francisco Pride has reached out to LGBT people and allies throughout the 50 states on a year-round basis to engage folks in the political process. In the voter registration booth you provide access to a bilingual English/Spanish voter registration guide, voter registration materials and information about voter eligibility requirements for all 50 states, the District of Columbia, and voters living abroad.

Skills Needed

Basic familiarity with Voter Registration (information provided with volunteer check-in materials)

Celebration: Eyes & Ears (Unlicensed Vendor Squad)

There are hundreds of vendors who participate legally at the weekend Pride Celebration. The Unlicensed Vendor Squad will patrol the Celebration Grounds and identify vendors who have not purchased a license to participate and are operating illegally at the Celebration. This position will work with Unlicensed Vendor Squad staff, security and off-duty police officers to remove unlicensed vendors.

Skills Needed

Must be able to work efficiently under pressure
Expert troubleshooting skills
Ability to walk around the event site (needed 10am - 6pm on June 23 and 24)
Fluency in English and another language is helpful

Celebration: HIV Pavilion

The HIV Pavilion is a place to escape the madness of the day and rejuvenate. Volunteers manage this area which offers some much needed rest and relaxation inside. The HIV Pavilion provides shade, liquid refreshment, rest, massage, snacks, friendship, educational materials and more to HIV+ people.

Skills Needed

Expert troubleshooting skills
Ability to work professionally and kindly with others
Strong interpersonal and public communication skills

Parade

Parade: Assembly Monitor

Sunday, June 24, 2012

This shift begins at 8:00 AM on Sunday, June 24, when all Assembly Monitors are assigned to a Block Captain and assist arriving contingents in lining up in their correct order. Responsibilities may include assisting various blocks, helping with the step-off area to keep it clear for contingents, moving along the Parade route to monitor gaps, moving up the route with their blocks, or remaining at the dispersal area to aid the end of the Parade.

**A brief Parade Volunteer training session will be held to familiarize volunteers with the Parade. While not required, the training is strongly recommended.

Parade: Gap Monitor

Sunday, June 24, 2012

This shift starts at 9:30 AM on Sunday, June 24. This position requires you to take up a stationary position along the Parade route (with up to three other people on that same block) and monitor the parade for gaps. You will be responsible for encouraging groups to either move to catch up, or to slow their pace to fill the hole forming. Lunch will be delivered to you on the route or available afterwards at the Command Center. Longer shifts are preferred (beginning to end of parade). The primary advantage of choosing this position is having an unobstructed view of the parade.

**Attending a one-hour Contingent Monitor training session led by the Safety leadership is strongly recommended to aid you in your role, as well as working in concert with other volunteer teams along the Parade route.

Parade: Registration Monitors

Sunday, June 24, 2012

This shift starts at 7:45 AM on Sunday, June 24. Responsibilities include helping to set up the registration area and checking out registration packets as they are handed to the contingents checking in before the parade. This shift ends around 12 noon, when many of the contingents will be finished checking in. They are done for the day or can move on to help with the assembly of parade.

**A brief Parade Volunteer training session will be held to familiarize volunteers with the Parade. While not required, attending the training session is strongly recommended.

Office

Office: Office Administration

In Office & Cyber-Volunteering

The Pride Office is the central planning location for the annual Pride Celebration, and is housed at 1841 Market Street, Fourth Floor. With the help of our creative and supportive Office Volunteers, the Pride Celebration Committee is able to successfully reach out to the community for funding that is then given as grants to other non-profit organizations working on LGBT- and/or HIV/AIDS-related issues. Office Volunteers have the opportunity to contribute their time and creativity toward the development of numerous special projects, both short- and long-term. Volunteering in the office can be done on a one-time basis, over a period of a few days, or as an on-going, weekly occurrence. It may be possible to arrange for the completion of projects offsite by way of the internet ("Cyber-Volunteering") for those who have limited availability during the day or who live outside the Bay Area.

Skills Needed

Any and all

Office: Archiving & Data Entry

In Office

The history of San Francisco Pride forms part of the historical landscape of both the global LGBTQ community and the greater Bay Area. Preserving this history for future generations is a crucial element in keeping LGBTQ history rich and accessible. In order to realize this goal, we must create a carefully documented and organized system for storing Pride's archival materials. Archiving & Data Entry Volunteers are primarily responsible for itemizing and organizing our archival resources, systematizing their storage, and producing computer files to help track these materials when they are needed for later retrieval, among other assorted tasks.

Skills Needed

Experience with MS Word and/or Excel
Organization
Thoroughness

Office: Accessibility

In Office & Cyber-Volunteering

For several decades, San Francisco Pride has been committed to ensuring that people with disabilities have equal access to and equal participation in the annual Pride Celebration and Parade. One way SF Pride is making this a reality is through transcribing our online videos resources. Accessibility volunteers should be able to commit to at least one short term project. Some projects may be possible to complete offsite ("Cyber-Volunteering") for those who have access to a computer and the internet.

Skills Needed

Familiarity with MS Word
Attention to detail
Strong writing skills

Office: Community Outreach

The LGBT community is an incredibly diverse place. San Francisco Pride prioritizes inclusion and seeks to produce programming throughout the year that reflects the richness of this diversity. Community Outreach Volunteers assist San Francisco Pride in a wide variety of ways: from helping to build our membership program through outreach materials, to utilizing their professional photography skills to document our events; and from helping to write articles for our e-mail newsletter, to creating new and innovative ways to include diverse voices in the development of programming. Community Outreach Volunteers are a diverse group in themselves: photographers, writers, public speakers, design artists, computer graphics professionals-the common thread uniting all is a commitment to diversity and inclusiveness.

Skills Needed

Professional photography skills
Graphic design and visual arts skills
Excellent writing skills
Strong commitment to diversity

Office: Translation

In Office & Cyber-Volunteering

To create the most accessible event possible, Pride is looking to create a host of materials and texts that are available in several languages. Translation volunteers commit to at least one short-term project, and in doing so will greatly expand the capacity of San Francisco Pride to reach out to a diverse range of communities. Some projects may be possible to complete offsite ("Cyber-Volunteering") for those who have access to a computer and the internet.

Skills Needed

Fluency in a language other than English

Excellent writing skills

Previous experience with translation

Familiarity with MS Word