

Volunteer Position Descriptions

Quilt Take-In Assistant (Pre-Show)

(Day Before QuiltFest - Longer Shift - Standing/Active Role)

- Shift Length: 4 hours
- Standing position – active, team-based role.
- Help manage the intake of quilts prior to judging and display.
- Volunteer roles may include:
 - **Paperwork Checkers:** Verify that all required documentation is complete.
 - **Check-In Assistants:** Log quilts into the system and confirm participant details.
 - **Runners:** Carefully transport quilts to the examination tables.
 - **Quilt Examiners:** Inspect quilts for eligibility and condition.
 - **Overseer:** Monitor the process and provide guidance as needed.
- Team effort ensures accurate handling and smooth intake process.
- A great behind-the-scenes opportunity to see the quilts up close before the show begins!

Judging Room Assistant

(Week before QuiltFest – Longer Shift - Standing Role)

- Shift Length: 4.5 hours
- Standing role: Most positions require standing for the full shift (except recorder roles, which are seated).
- This role involves more time on your feet than other volunteer positions – wear comfortable shoes!
- Must remain quiet and attentive during judging.
- Great learning opportunity – hear judges' comments and insights on quilt evaluation.
- Get a sneak preview of some quilts before the show opens.

Quilt Display Assistant

Pre-Show Setup

(M/T/W Before QuiltFest - Longer Shift - Active Role)

- Shift Length: 4 hours
- Active role – involves standing, walking, light lifting, and general mobility.
- No need to be tall – pole tools are provided to help with hanging and taking down quilts
- Tasks may include:
 - Preparing hanging hardware at tables
 - Hanging quilts in pairs (two people per quilt)
 - Verifying quilt placement with paperwork
 - Pinning tags to the front of each quilt
 - Placing paper markers to identify quilt rows
- Not all volunteers will do the actual hanging – plenty of important supporting roles available.
- Great team environment and an exciting way to see the show come together before it opens.

Post-Show Take-Down

(Post-Show – Final Day of QuiltFest - Longer Shift - Active Role)

- Shift Length: 4 hours
- Active role – requires standing, walking, and general mobility.
- Help carefully take down all quilts from display.
- Fold quilts and place them back into their labeled pillowcases for return to owners.
- Assist in collecting and organizing hanging equipment (poles, hangers, etc.).

- Must handle quilts with care and follow instructions to ensure accurate return.
- Great team role to wrap up the event smoothly and efficiently.

Volunteer Check-In Assistant

(During QuiltFest - Short Shift - Sitting Role)

- Shift Length: 2 hours
- Mostly sitting – ideal for those who prefer a less physically demanding role.
- Stationed at the far end of the lobby at the designated check-in tables.
- Responsibilities include:
 - Greeting volunteers as they arrive
 - Checking names and distributing badges for the day
 - Reminding volunteers to return their badge at the end of their shift
- **Note:** This role is specific to QuiltFest volunteering only – not for managing the Guild table.

Show Hostess (White Glove)

(During QuiltFest - Shorter Shift - Active Role)

- Shift Length: 2 hours
- Standing/Walking role – wear comfortable shoes (concrete floors).
- Patrol assigned aisles to assist and engage with attendees.
- Help guests view quilts up close without touching them directly.
- Gently remind visitors that only gloved volunteers may handle quilts.
- Use gloves to lift corners and show the backs of quilts when requested.
- A friendly and respectful presence helps preserve the quilts and enhance the guest experience.

Viewer's Choice / Greeter

(During QuiltFest - Shorter Shift - Sitting/Standing Role)

- Shift Length: 2 hours
- Standing position – light activity and guest interaction.
- Welcome and greet guests as they enter the show.
- Hand out Viewer's Choice ballots and programs.
- Monitor the ballot box to ensure proper use.
- Offer directions and answer basic questions as needed.
- A friendly, welcoming presence helps set the tone for a great guest experience!

Quilter's Walk Assistant

(During QuiltFest - Shorter Shift - Mostly Sitting with Periodic Roaming)

- Shift Length: 2 hours
- Mostly sitting, with periods of standing/movement depending on assignment.
- **Setup Duties (Active):**
 - Help build up and prepare display tables.
 - Drape tables in preparation for placing raffle baskets.
- **Main Responsibilities (Sitting/Light Movement):**
 - Greet and assist attendees at the Quilter's Walk area (far-left side of hall entrance).
 - Accept payments and hand out \$5 envelopes (50 chances per envelope).
 - Explain how to place numbered tickets into corresponding basket containers.
 - Instruct guests to return envelopes once emptied.
 - Answer questions about raffle basket contents and how the raffle works.
- **Monitor Duties (Standing):**

- Walk along tables to prevent baskets from being handled or disturbed.
- Help guests understand how to use their numbered squares correctly.
- **Basket Distribution (Sitting/Light Movement):**
 - Draw tickets, match tickets to information cards, and attach them to the basket.
 - Write the names on the notification sheet.
 - Run the list to the front to be announced.
 - Distribution of baskets.
- **Take-Down Duties (Usually by 4 PM - Active/Roaming Role):**
 - Remove baskets and draping.
 - Help pack up materials and clean up the area.

Boutique Assistant

(During QuiltFest – Shorter Shift - Standing/Active Role)

- Shift Length: 2 hours
- Standing position – expect to be on your feet for most of the shift.
- **Setup Duties:**
 - Assist with setting up display fixtures (tables, racks, hooks, etc.).
 - Arrange sale items made by guild members for display and purchase.
- **During Show:**
 - Help manage the boutique area and assist customers with purchases.
 - Provide friendly interaction and basic product info as needed.
 - Keep displays tidy and appealing.
- **Take-Down Duties:**
 - Help identify unsold items and sort them by contributor.
 - Assist in determining what funds go to which guild members.
 - Take down display structures and pack up remaining merchandise.
- A fun and interactive role with a great chance to see all the creative items made by fellow guild members!

Quilt Sale Table Assistant

(During QuiltFest - Shorter Shift - Standing/Active Role)

- Shift Length: 2 hours
- Primarily a standing position, but chairs are available during slower times
- **Setup Duties:**
 - Sort and group similar items.
 - Arrange quilts and sale items neatly on display tables.
- **During Show:**
 - Assist customers in browsing and selecting quilts.
 - Hold up quilts for better viewing.
 - Offer suggestions or recommendations based on customer preferences.
 - Provide friendly and helpful interaction to promote sales.
- **Take-Down Duties:**
 - Locate and sort unsold items by participant.
 - Assist with calculating participant earnings.
 - Help return unsold items to participants during pickup.
 - Help pack up and organize remaining materials.
- A great role for those who enjoy chatting with guests and helping them find that perfect quilt!

Selfie Booth Assistant

(During QuiltFest - Shorter Shift - Standing)

- Shift Length: 2 hours
- Sitting/Standing position – light activity, flexible mobility.
- Help guests take fun photos using provided props.
- Keep the booth area tidy and organized.
- Ensure props stay within the booth and are used respectfully.
- Provide a cheerful, welcoming presence to encourage participation.
- A fun and easy way to interact with attendees and add to the festive atmosphere!

Community Service Table Assistant

(During QuiltFest - Shorter Shift - Sitting/Active)

- Shift Length: 2 hours
- **During Shift:** Primarily a sitting role with hands-on interaction.
- Assist attendees (including children) in creating:
 - Pillowcases
 - “Hearts and Me” dolls
 - Drain caddies (possibly)
- Help with simple sewing, stuffing, and whip-stitching projects.
- Provide guidance, encouragement, and basic instruction as needed.
- **Setup & Take-Down:** Light physical activity, mostly on your feet.
- A great opportunity to support meaningful causes while engaging with the community!

Silent Auction Assistant

(During QuiltFest - Shorter Shift - Standing Role)

- Shift Length: 2 hours
- Standing position – some opportunities to sit as needed.
- **Setup Duties:**
 - Assist with setting up display pieces and placing auction items.
- **During Show:**
 - Greet and engage attendees in the Silent Auction area (typically front-right of the hall)
 - Point out items available for bidding
 - Explain how the silent auction works (training provided ahead of time)
 - Ensure bid sheets stay with their items and remain organized
- **Take-Down Duties:**
 - Help pack up unsold items and remove displays
 - Assist in organizing winning bids for pickup
- A great position for those who enjoy talking with attendees and helping support fundraising efforts!

Demonstrations Assistant

(During QuiltFest - Longer Shift - Sitting)

- Shift Length: 4 hours
- Light walking – generally low physical demand.
- Oversee the demonstration area where vendors showcase tools, rulers, techniques, etc.
- Help vendors stay on schedule and transition smoothly between demo blocks.
- Provide assistance with setup/cleanup between demos if needed.

- Greet attendees, answer basic questions, and encourage participation.
- Ensure the area remains tidy and organized throughout the shift.
- Great opportunity to observe a variety of quilting techniques and products up close!

Want to help out at a Guild Table? Get in touch with your guild for volunteer opportunities!