



AthFest Educates

PO Box 327 - Athens, GA 30603

706-548-1973

www.athfesteducates.org

AthFest Music & Arts Festival Volunteer Position Description

Title: KidsFest at AthFest Coordinator

Reports To: Executive Director, Festival Coordinator

Summary

To make the festival experience enjoyable for attendees of all ages, we dedicate a special block-long area of the festival for kids. KidsFest includes kid-friendly bands on the KidsFest stage, arts and crafts, demonstrations, bounce houses, rides, and a beer garden for adults.

The KidsFest coordinator is responsible for organizing performances (musical and otherwise), activities, bounce houses, rides, and managing KidsFest volunteers. The Event Coordinator and Production Coordinator support the KidsFest Coordinator by assuming responsibility for tents, staging, water, portable toilets, and other physical aspects of KidsFest.

Duties, Tasks, and Responsibilities

- Obtain, contract, schedule, and pay KidsFest performers.
- Obtain and schedule child appropriate activities.
- Assist with the contracting of bounce houses and rides.
- Assist with the management of KidsFest stage.
- Assist the Production Coordinator to develop a layout for KidsFest.
- Assist the Volunteer Coordinator to identify the number and skills of volunteers needed.
- Account for and maintain budgeted expenditures.
- Ensure accommodations are made for individuals of all physical abilities.
- Develop and maintain positive relationships with KidsFest vendors.
- Ensure the general safety of staff, volunteers, and the attending public.
- Attend ALL planning committee meetings.
- Respond to committee related emails, texts, or messages within 48 hours.

Qualifications/Special Skills

- Flexible and adaptable to changing needs and conditions.
- Organized and proactive.
- Calm under pressure.
- Experience with kids.
- Must have computer and cell phone.

Physical Requirements

- Able to lift and carry up to 25 pounds.
- Able to stand and walk for long periods of time (up to 12 hours per day).