

ALL VOLUNTEERS FOR JCC MACCABI ARTSFEST® 2008:

1. Will receive volunteer t-shirts and ArtsFest credentials so as to be clearly identified on site.
2. Must attend an orientation evening at JCCNV or GMU.
3. Might want to get a friend to register and volunteer with them.
4. Should attend a tour of the GMU campus to become familiar with the location and volunteering roles.
5. Are invited to lunch/dinner with the teens if it is during their shift.

VOLUNTEER JOB DESCRIPTIONS FOR JCC MACCABI ARTSFEST® 2008:

Friday, July 25

Arrivals

- **AIRPORT GREETERS:** Volunteer help is needed on Friday, July 25th and Sunday, July 27th to welcome teen artists arriving at Dulles Airport and Reagan National Airport. We need volunteers to serve as team captains who will be stationed at a terminal all day; to serve as greeters who will meet the delegations at the arrival gate, accompany them to the baggage claim, and take them to a waiting area until an ArtsFest shuttle bus arrives; and finally to serve as escorts who will ride with a group on the bus to the JCCNV.
- **GREETERS/REGISTRANTS (JCCNV):** These volunteers will greet the delegations as their shuttle buses and charter buses arrive at the JCCNV. They will take the teens to our luggage bay and take each group to the registration/orientation sites inside the JCCNV. They will work at the registration tables in the JCCNV lobby and give each teen a pre-made information packet and a goody bag.

Sunday, July 27

Arrivals

- **AIRPORT/TRAIN GREETERS:** Volunteer help is needed to welcome teen artists arriving at Dulles Airport, Reagan National Airport and Union Station. We need volunteers to serve as team captains who will be stationed at a terminal all day; to serve as greeters who will meet the delegations at the arrival gate, accompany them to the baggage claim, and take them to a waiting area until an ArtsFest shuttle bus arrives; and finally to serve as escorts who will ride with a group on the bus to the JCCNV.
- **GREETERS (JCCNV):** These volunteers will greet the delegations as their shuttle buses and charter buses arrive at the JCCNV. They will take the teens to our luggage bay and take each group to the registration/orientation sites inside the JCCNV.
- **LUGGAGE COORDINATORS (JCCNV):** Luggage coordinators will be stationed in the gym to watch over suitcases, musical instruments, and other travel bags while the teens move through the JCCNV to register. These volunteers will also monitor the luggage as it is retrieved by the teens when they depart with their host family.
- **REGISTRATION (JCCNV):** These volunteers will work at the registration tables in the JCCNV lobby and give each Delegation Head (chaperone bringing teens) pre-made

information packets and goody bags for their teens. A volunteer at this table will help keep a large dry-erase board up-to-date with information about the arrival status of each delegation.

- **TRANSPORTATION INFORMATION DESK (JCCNV):** Volunteers at this post will sit at a table in the lobby and use a JCCNV phone to receive calls from our airport and train station captains about the status of each delegation's arrival. This volunteer will keep a large dry-erase board up-to-date with information about the status of each delegation.

Hospitality

- **ACTIVITY SUPERVISORS (JCCNV):** These volunteers will greet arriving delegations, provide snacks, facilitate orientation project for opening performance.

Opening Performance

- **TRAFFIC CONTROL (GMU):** These volunteers will assist with arrival and departure of cars at GMU.
- **SECURITY(GMU):** These volunteers will watch the perimeter while host families drop teens off at GMU and meet teens at the end of the evening to take them to their cars.
- **DIRECTIONAL ASSISTANCE (GMU):** These volunteers will direct teens from cars to location of Opening Performance and to pick up locations
- **OPENING PERFORMANCE CHAPERONES (GMU):** These volunteers will direct teens within the theater venue and then to welcome party location set up, chaperone and clean up for teen party. They wait with teens after party is over.
- **OPENING PARTY CHAPERONES (GMU):** These volunteers will assist with set up, clean up and supervision at the teen party.
- **HOST LOUNGE ASSISTANCE:** These volunteers will assist in stocking supplies and facilitate the party.

Monday July 28

GMU Assistance

- **FLOATERS:** Volunteers are needed to assist with morning drop off and afternoon pick up. Volunteers will direct teens and delegation heads to the proper locations. The volunteers will also assist with miscellaneous tasks as needed around ArtsFest. Tasks may include zexing, monitoring the grounds, transporting snacks to the teens, assisting with clean up, etc
- **PORTERS:** These volunteers will help with transporting items around the GMU campus like water, snacks and equipment for the teens.
- **ADMINISTRATIVE ASSISTANCE:** These volunteers will help in JCC Maccabi ArtsFest® office by answering phones and assisting with any administrative needs. Please contact the ArtsFest Fairfax office for more information on volunteering for administrative shifts.

Food

- **LUNCH (GMU):** Volunteers are needed to help set up, serve, and clean up the location where food will be served to teen artists, Delegation Heads and Artists in Residence.

Security

- **SECURITY (GMU):** These volunteers will ensure that teens stay within allowable boundaries on the GMU campus.

Tuesday, July 29

GMU Assistance

- **FLOATERS:** see above.
- **PORTERS:** see above.
- **ADMINISTRATIVE ASSISTANCE:** see above.

Food

- **LUNCH (GMU):** see above.
- **DINNER (GMU):** Volunteers are needed to help set up, serve, and clean up the location where food will be served to teen artists, Delegation Heads and Artists in Residence.

Security

- **SECURITY (GMU):** see above.

Special Events

- **DAYS OF CARING AND SHARING ASSISTANCE:** These volunteers will assist with a community service project that all of the teens will be participating in.
- **ISRAEL'S 60TH BIRTHDAY PARTY ASSISTANCE:** These volunteers will assist with an evening party for teens celebrating Israel's 60th Birthday.

Wednesday, July 30

GMU Assistance

- **FLOATERS:** see above.
- **PORTERS:** see above.
- **ADMINISTRATIVE ASSISTANCE:** see above.

Food

- **LUNCH (GMU):** see above.
- **DINNER (GMU):** see above.

Security

- **SECURITY (GMU):** see above.
- **SECURITY (JCCNV):** These volunteers will ensure that teens stay within allowable boundaries at the JCCNV during the Carnival Night Party.

Special Events

- **CARNIVAL NIGHT SET UP (JCCNV):** These volunteers will help set up for the Carnival Night Party at the JCC.
- **CARNIVAL NIGHT ASSISTANCE (JCCNV):** These volunteers will assist with the facilitation, games and general supervision of the Carnival Night Party.
- **CARNIVAL NIGHT FOOD (JCCNV):** These volunteers will monitor snack tables at the Carnival Night Party.

Thursday, July 31

GMU Assistance

- **FLOATERS:** see above.
- **PORTERS:** see above.
- **ADMINISTRATIVE ASSISTANCE:** see above.

Food

- **LUNCH (GMU):** see above.
- **DINNER (GMU):** see above.

Security

- **SECURITY (GMU):** see above.

Closing Performance

- **ARTIST CLOSING PARTY ASSISTANCE (GMU):** These volunteers will assist with the facilitation and supervision of the Artist Closing Party which includes the performances of the rock/pop bands that will run simultaneously to the Host Family Party.
- **CLOSING PERFORMANCE ASSISTANCE (GMU):** Volunteers will set up for the closing performance, distribute tickets, usher, chaperone the backstage area, assist as people movers and assist with parking lot and directional assistance before and during the show.
- **HOST FAMILY PARTY ASSISTANCE (GMU):** These volunteers will assist with the Host Family Party held after the Closing Performance.
- **VIP RECEPTION ASSISTANCE (GMU):** These volunteers will assist with the VIP Reception which is held prior to the Closing Performance.

Friday, August 1

Departures

- **BUS PICK-UP ESCORTS (JCCNV):** These volunteers will escort teens and delegation heads from the JCCNV to nearby locations where shuttle buses will be stationed.
- **DEPARTURES ASSISTANCE (JCCNV):** These volunteers will show teens where to place their luggage and provide assistance as needed while the teens wait for their shuttle bus to the airport or train station.
- **GREETERS (JCCNV):** These volunteers will greet the teens as they arrive at JCCNV or nearby locations on the morning of their departure.