

Volunteer Job Descriptions

Garden of Quilts Quilt Show

This list is a summary of all volunteer jobs that are needed for the Garden of Quilts Quilt Show. Each job description contains the

- ▶ Job description and
- ▶ Physical requirements.

The online signup has the dates and times for each volunteer job. Click [HERE](#) to sign up.

Monday, May 13, 2024

- **Quilt Take-In—Greeter**
 - ▶ Job Description: Volunteers will be tasked with greeting quilters and giving directions.
 - ▶ Physical Requirements: Standing and walking.
- **Quilt Take-In—Registration**
 - ▶ Job Description: Volunteers will be tasked with checking in quilts for the show.
 - ▶ Physical Requirements: Sitting
- **Quilt Take-in—Quilt Handlers**
 - ▶ Job Description: Volunteers will be tasked with moving quilts from the registration area and placing them in the appropriate area for judging.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.
- **Truck Drivers/Movers (Prior to Show)**
 - ▶ Job Description: Volunteers will meet at Bonclarken and travel in trucks to the guild storage unit to move materials and equipment to Bonclarken.
 - ▶ Additional requirements: Approximately 5 pickup trucks will be needed to move materials and equipment. **Contact David Smith, by April 26, 2023, if you have a pickup truck that may be used.**
 - ▶ Physical Requirements: Standing, bending, and lifting.
- **Vendor Set-Up**
 - ▶ Job Description: Volunteers will be tasked with taping out spaces for vendor booths.
 - ▶ Physical Requirements: Bending, standing, and walking.

Volunteer Job Descriptions

Tuesday, May 14, 2024 & Wednesday, May 15, 2024

- **Judging—Scribe**
 - ▶ Job Description: Volunteers will be tasked with taking notes from judge's comments and transcribing notes to Judging Score Sheet.
 - ▶ Physical Requirements: Sitting and good penmanship.
- **Judging—Quilt Holder**
 - ▶ Job Description: Volunteers will be tasked with moving quilts to judging area, holding quilts for judges' viewing, folding quilts, and moving quilts as needed.
 - ▶ Physical Requirements: Lifting, standing, and walking.

Wednesday, May 15, 2024

- **Quilt Show Set-Up**
 - ▶ Job Description: Volunteers will be tasked with assembling frames, climbing ladders to hang drapes and quilts.
 - ▶ Additional Requirements: If you have a ladder that the guild may borrow, please contact Linda Gillette at lgillette919@gmail.com no later than April 26.
 - ▶ Physical Requirements: Lifting, bending, standing, and climbing a ladder.

Thursday, May 16, 2024

- **Quilt Shoppe—Take-in/Set-Up.**
 - ▶ Job Description: Volunteers will be tasked with setting up displays and inventorying items to be sold in the quilt shoppe.
 - ▶ Physical Requirements: Lifting, bending, and standing.
- **Used Book Shoppe—Set Up**
 - ▶ Job Description: Volunteers will be tasked with sorting through materials and placing them on display.
 - ▶ Physical Requirements: Lifting, bending, and standing.
- **Vendor Assistance—Set Up**
 - ▶ Job Description: Volunteers will be tasked with vendor check-in and assisting with booth set-up as needed.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.

Volunteer Job Descriptions

Friday, May 17, 2024 & Saturday, May 18, 2024

- **Admissions**
 - Job Description: Volunteers will be tasked with checking in volunteers, collecting money for admission from guests, and monitoring the main entrance.
 - Physical Requirements: Sitting
- **Concessions—Cashier**
 - Job Description: Volunteers will be tasked with collecting money for concession purchases.
 - Physical Requirements: Sitting
- **Concessions—Food Service Counter**
 - Job Description: Volunteers will be tasked with serving food to customers.
 - Physical Requirements: Standing
- **Docent Tours**
 - Job Description: Volunteers will be tasked with walking with individuals or small groups through the exhibit area to a predetermined list of quilts. The quilts will highlight various quilting techniques. Volunteers must be able to answer basic questions.
 - Physical Requirements: Walking and guiding guests around the exhibit area.
- **Hostess**
 - Job Description: Volunteers will be tasked with greeting guests, answering questions, and helping guests who would like to see the back side of quilts.
 - Physical Requirements: Walking and talking with guests.
- **Opportunity Quilt**
 - Job Description: Volunteers will be tasked with selling tickets for the opportunity quilt and answering questions about the Western North Carolina Quilters Guild.
 - Physical Requirements: Sitting
- **Quilt Shoppe—Sales (Sitting)**
 - Job Description: Volunteers will be tasked with staffing the quilt shoppe, answering questions, and collecting money.
 - Physical Requirements: Sitting
- **Quilt Shoppe—Sales (Standing)**
 - Job Description: Volunteers will be tasked with staffing the quilt shoppe, answering questions, and collecting money.
 - Physical Requirements: Standing
- **Quilts of Valor**
 - Job Description: Volunteers will be tasked with talking to quilt show visitors about Quilts of Valor.
 - Additional Requirement: Volunteers who sign up for this station must be a member of the WNCQG Blue Ridge Quilts of Valor group.
 - Physical Requirements: Standing

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Friday, May 17, 2024 & Saturday, May 18, 2024

- **Raffle Baskets**
 - ▶ Job Description: Volunteers will be tasked with selling tickets for raffle baskets and answering questions about the Western North Carolina Quilters Guild.
 - ▶ Physical Requirements: Standing
- **Traffic Control/Parking**
 - ▶ Job Description: Volunteers will be tasked with assisting with traffic control, answering questions, and providing directions to guests. Volunteers be the first point of contact for guests.
 - ▶ Physical Requirements: Standing, walking, wearing a hat and holding a flag.
- **Used Book Shoppe—Sales**
 - ▶ Volunteers are needed on Friday and Saturday. Description: Volunteers will collect money and assist customers with basic questions about books, magazines, and patterns.
 - ▶ Physical Requirements: Sitting
- **Vendor Assistance—Show**
 - ▶ Job Description: Volunteers will be tasked with assisting vendors with questions and resolving issues.
 - ▶ Physical Requirements: Sitting, standing, and walking.

Saturday, May 18, 2024

- **Quilt Return—Quilt Check Out**
 - ▶ Job Description: Volunteers will be tasked with ensuring quilts are given back to the quilt owner. Volunteers will be asked to compare information on quilt labels with quilt receipt forms.
 - ▶ Physical Requirements: Sitting
- **Quilt Return—Line Manager**
 - ▶ Job Description: Volunteers will be tasked with resolving questions that might arise during quilt return.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.
- **Quilt Return—Runners**
 - ▶ Job Description: Volunteers will be tasked with retrieving quilts for distribution to the quilt owner.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.
- **Quilt Return—Return Table**
 - ▶ Job Description: Volunteers will be tasked with monitoring quilts to ensure quilts are returned to quilt owner.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.

Volunteer Job Descriptions

Saturday, May 18, 2024

- **Quilt Shoppe—Take Down**
 - ▶ Job Description: Volunteers will be tasked with disassembling displays, returning items to owners, and cleaning up quilt shoppe area. Volunteers will be asked to stay until take down tasks are complete.
 - ▶ Job Description: Lifting, bending, and standing.
- **Quilt Show Take Down**
 - ▶ Job Description: Volunteers will be tasked climbing ladders to take down drapes and quilts and moving frames for pick up. Volunteers will be asked to stay until all take quilt show down tasks are completed.
 - ▶ Additional Requirements: If you have a ladder that the guild may borrow, please contact Linda Gillette at lgillette919@gmail.com no later than April 26.
 - ▶ Physical Requirements: Lifting, bending, standing, and climbing a ladder.
- **Quilt Show Take Down – Fold Muslins**
 - ▶ Job Description: Volunteers will be tasked with folding and packing muslins. Volunteers will be asked to stay until all muslins are folded and packed.
 - ▶ Physical Requirements: Lifting, bending, and standing.
- **Truck Drivers/Movers (After Show)**
 - ▶ Job Description: Volunteers will be tasked with moving quilt show equipment and materials from Bonclarken to the storage unit.
 - ▶ Additional requirements: Approximately 5 pickup trucks will be needed to move materials and equipment. **Contact David Smith, by April 26, 2023, if you have a pickup truck that may be used.**
 - ▶ Physical Requirements: Standing, bending, and lifting. .
- **Vendor Assistance—Take Down**
 - ▶ Job Description: Volunteers will be tasked with assisting vendors with take down activities, monitoring the door, and assisting with other vendor related activities.
 - ▶ Physical Requirements: Lifting, bending, standing, and walking.