



Call for Volunteers!

America's 400th Anniversary

Weekend

May 11 – 13th, 2007

Love history? Just Want to Have Fun Helping Your Community?

Locations: Jamestown Settlement, Historic Jamestowne, Anniversary Park

THE EVENT:

A spectacular event honoring America's 400th Anniversary through cultural and educational family- oriented events, interactive exhibits, live music, commemorative dedications and much, much more!

VOLUNTEER DUTIES:

Enhance the experience for your community's residents and guests by:

- Assisting and directing visitors at different areas of the event
- Helping at the entertainment venues with crowd control
- Assisting guests at exhibits and activities
- Assist parking visiting guests
- Assist with ticket taking
- And much more

VOLUNTEER QUALIFICATIONS:

- 18 years of age preferred (some positions will be available for those 16 & 17 years of age)
- Must be able to work one 5-6 hour shift over the 3 day event (prefer 2 shifts)

VOLUNTEER BENEFITS:

- The satisfaction of participating in a once in a lifetime historical event
- Free t-shirt
- Admittance to the event on day of volunteer assignment before or after volunteer shift(s)
- For off-site volunteers, admittance to the event on another designated event day

Applications may be completed online by visiting the Volunteers Section at www.Americas400thAnniversary.com or by downloading the form, completing it and mailing it to Lynn Smith, Volunteer Office, Historic Triangle Host Committee, 412 W. Francis St., William Byrd III Stable, Williamsburg, VA 23185. For additional information call 757-220-7008 or email vols2007@cwf.org.



Volunteer Information Sheet America's 400th Anniversary May 11-13, 2007

Event Hours: 9:00am – 10:00pm
(Parking areas are open earlier and later)

Volunteer Positions for Individuals:

- Parking Attendant
- Exhibit Hosts
- Bus Attendants
- Hospitality Hosts
- Ticket Takers
- Entertainment Assistants
- Information Booths Attendants
- Cultural Arts Area Hosts
- Way finders
- Media/Press Attendants
- Ushers
- Trash Collection Assistants

Volunteer Positions for Groups:

	Group Size
-Parking Attendants	6-40 per shift
-Admissions	20-30 per shift
-Trash Collections	5-50 per shift
-Entertainment Ushers	10 per shift

Volunteers Shifts: (Tentative shifts – these are subject to change)

Event Volunteer Shifts

- 8am – 2:00pm
- 12:00pm – 6:00pm
- 4:00pm – 10:00pm

Parking Lot Shifts

- 8am -12:30pm(7am or earlier on Sunday)
- 12:00pm – 6pm
- 5:30pm – approx. 11:30pm

Volunteer Training

- General Orientation for all volunteers in April 2007
- Specific position training as needed in April 2007

Volunteer Benefits:

- Satisfaction of being part of such and historical event
- Free T-shirts
- On –site volunteers: Ability to attend the event free before or after volunteer shift(s)
- Off – site volunteers: Ability to attend the event on a designated day other than day of volunteer assignment
- All volunteers are insured through Jamestown 2007 Host Committee

Volunteer Qualifications:

- Strong desire to be part of historic event
- Position flexibility –all volunteer positions are critical to event success
- Ability to work one full shift during the event – preferably two
- A strong enthusiasm to “show” our history and community to visitors from other parts of the state, nation, and the world
- Prefer 18 years of age or older – some positions available for 16 & 17 year olds

How to Apply:

- Electronic Application or download hard copy: Go to www.americas400thanniversary.com. Click on “Volunteers” on left side of page. Follow directions on the page.
- Hardcopy Application: Request a hard copy by calling the Volunteer Office at 757-220-7008 or e-mail request to vols2007@cwf.org. Include full mailing address.

Websites for event information:

For information about the **America's Anniversary Signature Events:**

Log on to www.americas400thanniversary.com

For information about local events and activities:

Log on to www.historictriangle.net

Volunteer Today! Make your own History!

**America's 400th Anniversary Weekend
May 11 - 13
Admissions Information**

Shift Times

Lot	7:30am - 12:30	12noon - 4:30pm	4pm - 8:30	Total per lot per day
Lot 1	16	16	16	48
Lot 2	6	6	6	12
Lot 3	6	6	6	12
Lot 4	6	6	6	12
Lot 5	6	6	6	12
Lot 6	6	6	6	12
Daily Totals	46	46	46	138

Note: On Sunday, the start time for the first shift may be as early as 5am.

Admission Host Position Description: Take guest tickets, ensure the tickets are for the correct day, punch the ticket, give guest a wristband and event information, and direct guest to the bus. The admissions host may also have to inform guests that certain items cannot be taken on the bus ie. Coolers and chairs.

Benefits:

Off site admissions hosts are entitled to admission to the event on another designated day. They also can attend the event on the day of volunteering before or after their shift. All volunteer will be issued T-shirts

Training: Volunteer orientations will be held the last 3 weeks of April. Volunteers can choose 1 from a group of orientations available - dates to be announced. The Volunteer Office can do orientations for special groups at a site of their choice if there is a large group that would benefit. Position training would also be conducted the end of April/beginning of May.