



## Volunteer Roles

Thank you for considering volunteering at Nottinghamshire Mind's Mental Elf event, taking place on Sunday 3<sup>rd</sup> December at Sherwood Pines Forest Park, Edwinstowe NG21 9JL. A brief description of each role is below.

### Event Village Set-up/Take-down

**Time:** 8am-1:30pm (8am-11am set-up, 12:30pm-1:30pm take-down)

#### **Role and Responsibilities**

- Carry resources into event village
- Hang decorations and signage in the event village
- Put up banners
- Set-up registration/information/fundraising tables
- Set-up finish line area
- Prepare areas for first aid/entertainment
- Dismantle and put away afterwards
- Carry and use event radio for communication

### Registration/Goody Bags/Medals/Prize Spotter

**Time:** 9:30am-1pm (9:30am-11am registration, 11:15am-1pm goody bags/medals/prize spotter)

#### **Role and Responsibilities**

- Give out registration packs to runners
- Direct runners to start line
- Answer queries
- Give out goody bags/medals at finish line
- Note race numbers for spot prizes (first finisher and best dressed)
- Carry and use event radio for communication

## **Marshal/Route Cheer Crew**

**Time:** 9am-1pm

### **Role and Responsibilities**

- Stand at given point on route
- Look out for cyclists approaching from cycle routes and ask runners to stop
- Keep runners and members of the public safe
- Report any accidents/first aid requirements immediately
- Cheer on runners and shout encouragement as they pass (high 5s, singing and dancing are allowed!)
- Collect in event decorations/signage from route
- Carry and use event radio for communication

## **Fundraising Games/Merch Sales/Leaflets/Information**

**Time:** 9:30am-1pm

### **Role and Responsibilities**

- Encourage visitors to try the fundraising games
- Sell merchandise
- Handle cash and use Sum-Up device for card payments (training will be given)
- Give information about our services
- Replenish leaflets on display
- Carry and use event radio for communication
- **\*\*You need to be comfortable approaching and talking to members of the public\*\***

## **Tailwalker**

**Time:** 10:30am-1pm

### **Role and Responsibilities**

- Walk the course, staying behind the last participant
- Keep runners and members of the public safe
- Report any accidents/first aid requirements immediately
- Encourage children/those struggling to keep going (high 5s, dancing, skipping, singing, talking etc.)
- Collect in event decorations/signage from route
- Carry and use event radio for communication

## **Bucket Collector**

**Time:** 10am-1pm

### **Role and Responsibilities**

- Stand in main event area with collection bucket taking donations
- Encourage those with no cash to use the QR code instead
- Encourage people to visit the tables in the event village
- Answer questions

## **Finish Line Cheer Crew**

**Time:** 10:45am-1pm

### **Role and Responsibilities**

- Hold ribbon for first finisher
- Cheer on runners and shout encouragement as they approach the finish line (high 5s, singing and dancing are allowed!)
- Direct runners to collect medals and goody bags
- Carry and use event radio for communication

**Sign-up for a volunteer role using this link [volunteersignup.org/4Y3RT](https://volunteersignup.org/4Y3RT)**

**Although it's not a requirement, we would encourage our volunteers to join in with the spirit of the event and wear fancy dress.**

**Any questions, please contact**

**Jo: [partnershipsandpromotions@nottinghamshiremind.org.uk](mailto:partnershipsandpromotions@nottinghamshiremind.org.uk)**

