



Greater Richmond Interfaith Program
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HARMONY WALK VOLUNTEER JOB DESCRIPTIONS

Get Coffee Ready and Man Coffee Booth (2)

Arrive at GRIP office at 6am. Organize coffee donations and make sure all of the coffee extras are present and in useable containers. Finish at about 9am.

Vendor Check-in (1)

Arrive at Civic Center Plaza at 7:30am. Check in vendors as they come in. Direct vendors to table. Finish at about 9:15am.

Load Supplies (4)

Arrive at GRIP office Friday night. Load all supplies needed for the Harmony Walk into the cars. *May require heavy lifting.*

Blow-up Balloons (3)

Arrive at Civic Center Plaza at 7am. Inflate balloons and tie them up around the Civic Center Plaza. Finish at about 8am.

Mission Message Signs (4)

Arrive at Civic Center Plaza at 7am. Position Mission Message Signs along the route. *May require a lot of walking.* Finish at about 8am.

Set-up (6)

Arrive at Civic Center Plaza at 7am. Set up registration table, t-shirt table, drink/food table, vendor/volunteer registration table, and GRIP booth, and hang signs. *May require a lot of walking.* Finish at about 8am.

Route Captains (20)

Arrive at Civic Center Plaza at 8:30am. Find designated location along the route and guide walkers in the correct direction during the walk. *Although, position is stationary once at site, it may require a lot of walking to get to spot.* Help clean-up route and Civic Center Plaza at the end of the event. Finish at about 10:30am.

Fold Brochures (2)

Arrive at GRIP office week before Harmony Walk for a few hours. Fold GRIP brochures.

General Registration (8)

Arrive at Civic Center Plaza at 7:45am. Sign-in walkers. Have walkers fill out extra information card. Give registration materials to person in charge of registration completion. Give ticket for t-shirt to walker if satisfied fundraising requirement. Finish at about 9:15am.

Registration Completion (4)

Arrive at Civic Center Plaza at 7:45am. Check for completion of information on walker's packet. Manage donations. Give ticket for t-shirt to person in charge of general registration if walker has satisfied fundraising requirement. *Must be a part of GRIP staff, a board member, or a long-term volunteer to volunteer for this position.* Finish at about 9:15am.

Set-up (2)

Arrive at GRIP office at 8:30am. Set-up GRIP info table, and drink/food table. Finish at about 9:15am.

T-shirt Table (4)

Arrive at Civic Center Plaza at 8am. Collect money/tickets for t-shirts. Distribute t-shirts to walkers. *Must be a part of GRIP staff, a board member, or a long-term volunteer to volunteer for this position.* Help clean-up t-shirt table at the end of the event. Finish at 10:30am.

Coffee/Drink Table (2)

Arrive at Civic Center Plaza at 8am. Serve coffee and drinks to walkers and volunteers. Help clean-up coffee/drink table at the end of the event. Finish at about 10:30am.

Food Table (2)

Arrive at Civic Center Plaza at 8am. Serve food to walkers and volunteers. Help clean-up food table at the end of the event. Finish at about 10:30am.

GRIP Info Booth (1)

Arrive at Civic Center Plaza at 8am. Answer any questions about GRIP. *Must be a part of GRIP staff, a board member, or a volunteer knowledgeable about GRIP's services to volunteer for this position.* Finish at about 10:30am.

Patrol/SAG Walk Route (1)

Arrive at Civic Center Plaza at 9am. Drive along the walk route making sure all of the walkers are all right. Transport tired walkers back to the Civic Center Plaza. Transport injured walkers to the hospital. *Must have a car and valid driver's license.* Finish at about 10:30am.

GRIP Info Table (1)

Arrive at GRIP office at 9:15am. Provide information about GRIP. Answer any questions regarding GRIP. *Must be a part of GRIP staff, a board member, or a volunteer knowledgeable about GRIP's services to volunteer for this position.* Help clean-up GRIP office at the end of the event. Finish at about 10:30am.

Tours at GRIP (1)

Arrive at GRIP office at 9:15am. Take people on a tour of the GRIP facility. Answer any questions regarding GRIP. *Must be a GRIP staff or board member to volunteer for this position.* Help clean-up GRIP office at the end of the event. Finish at about 10:30am.

Coffee/ Drink Table at GRIP (2)

Arrive at GRIP office at 9:15am. Serve coffee and drinks to walkers and volunteers. Help clean-up coffee/drink table at the end of the event. Finish at about 10:30am.

Food Table at GRIP(2)

Arrive at GRIP office at 9:15am. Serve food to walkers and volunteers. Help clean-up food table at the end of the event. Finish at about 10:30am.

Walk Completion Recognition at Civic Center (10)

Arrive at 9:30am. Congratulate and award walkers who complete the walk. Help clean-up Civic Center Plaza at the end of the event. Finish at about 10:30am.

Clean-up at Civic Center and GRIP

Everyone left at the Civic Center Plaza or GRIP office. Help clean-up the Civic Center Plaza and GRIP.