



WE DISCOVER, WE GROW

**Girlguiding**

# Wellies and Wristbands 2022: Volunteering at the event

Thank you for taking the time to look at the volunteer pack for Wellies and Wristbands 2022. We've now had seven highly successful years and after such a long break, we are looking forward to another brilliant event.

The event runs from Friday 26 August to Monday 29 August; however, it is preferable for volunteers to arrive at the site on Thursday 25 August from 2pm so that they're ready for a full day on the Friday. If you are a Team Leader, you will need to be available on site from Thursday 25 August.

Wellies and Wristbands is a fantastic event, and very exciting for participants and volunteers alike, however it is a long event and often hard work. The event will give you experience of working on a large scale event, and the often long hours and tough tasks that come with that, you may miss parts of the event happening in other areas of the site. It will however also give you new friends, lots of laughs and memories to last a lifetime.

You will be allocated to a specific volunteer team for the duration of the event. While we cannot guarantee your first, or in some circumstances second choice regarding the volunteer team you will be in, we do ask that you state your preference and why you think that particular team is right for you. For all roles you will need to be efficient, hardworking and a good team member. Specific experience is not necessary, but enthusiasm is!

During the build phase, leading up to participants arriving, and the take-down phase once they've left, all volunteers will be needed assist with the set up and take down operation. Please be prepared to muck in - this will enable us to get jobs done as quickly as possible.

This is a fantastic chance to attend an event that could count towards your Queen's Guide of Duke or Edinburgh Gold award, for more information on what it could count towards please contact your mentor. Please ensure that you make it clear on your booking form if you would like it to count for this.

To show our appreciation to our incredible event volunteers, from 2022 we are making volunteering at events free across all our events at all National Girlguiding Activity Centres.

This is a great opportunity to gain experience within specific roles, to be part of a national Girlguiding event and to meet up with old friends as well as make new ones.

We look forward to receiving your applications.

**Wellies and Wristbands Team**

## Facilities Team

The Facilities Team might not necessarily have the most glamorous job on site, but their role is a very important one, ensuring the smooth running of the event and the enjoyment of all participants.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Cleaning - emergency clean-ups where needed, toilet cleaning, hut cleaning and general cleaning around the site, litter picking and assisting with recycling.
- Toilet roll re-stocking - ensuring all toilets (fixed and portable) are fully stocked with toilet roll at all times.
- Rubbish collection - collecting rubbish from all campsites, ensuring rubbish is collected from all communal areas (including activity marquees).
- Tea and coffee station - setting up tea and coffee stations at all sites, keeping all tea and coffee stations fully stocked, keeping the Leaders' lounge fully stocked.

## Maintenance Team

This team's role will mainly be reactive, depending on what's happening on site and what's needed. It will not be a large team, so it is likely that extra people will be required from other teams to help during the build and take down of the event.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Maintenance call-outs - being on call for the duration of the weekend, dealing with any problems efficiently as and when they come in. These could include the following:
  - drain problems
  - tap problems
  - moving fences.
- Transporting items - moving large items around the site where needed (eg craft items, shop products etc). Please make it clear on your application form if you hold a full current driving licence.

## Site Safety Team

The site safety team will ensure the security of not only the participants on site, but also of the bands and VIPs backstage.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Main gate security - providing consistent cover of the main gate throughout the main hours of the event on a rota basis, ensuring only authorised personnel are given access to the site, communicating with the main Planning Team in the event of unauthorised personnel people arriving.
- Stage security - providing security around the stage area, especially access to the backstage and on-stage areas, to ensure participants are not too close to the stage during sets.
- Band security - ensuring all bands and performers are able to get from the green room to the stage safely, with little interruption.
- VIP security - welcoming VIPs in a professional manner, ensuring VIPs are able to gain entrance to the site, delivering VIP guests to the appropriate team member.

## Meet and Greet Team

The Meet and Greet Team will act as 'Games Makers', working with all other teams to ensure the smooth running of a fantastic event. The role is varied and exciting.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Shuttle bus transfers (organisation) - organising the timings of the shuttle buses, letting all participants know the timings of the return shuttle bus.
- Shuttle bus transfers (on the buses) - being present at all pick-up points to show participants where to wait, manning each bus to provide reassurance for participants travelling to and from the venue.

- Arrival greeters - greeting buses on arrival, showing participants where to go to check in, where to wait and then the direction of their campsite.
- Movement of participants - meeting participants at designated points and leading them to their activities throughout the site.
- Runners - acting as support to key personnel throughout the weekend as required.
- VIP assistance - acting as tour guides for VIP visitors, showing them around the site and activities.

## Activity Instructors

We're anticipating high numbers of participants for Wellies and Wristbands 2022, and to ensure everyone is able to take part in the instructor-led activities we will need to utilise our incredible volunteers alongside our staff members. In order to be an activity instructor at the event, you will need to hold one of the relevant qualifications listed below. Please make this information clear on your application form.

### *List of qualifications*

- Archery - Archery GB.
- Climbing and Abseiling - Girlguiding Level 1 Climbing and Abseiling.
- Canoeing and Kayaking - BCU UKCC Level 1.

## Stage Team

There will be bands and acts performing on the main stage throughout the afternoon and evening. A strong Stage Team will be essential to ensure the smooth running of the performances.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Movement of acts - ensuring that acts are where they need to be at the right time, working with the acts to ensure they have everything they have requested.
- Stage timings - ensuring that timings as advertised in the programme are met, unless in extreme circumstance.
- Liaising with stage supplier - working with the supplier to ensure the stage is positioned correctly and all equipment needed for the acts is in place, ensuring the programme runs on time, liaising to ensure the correct sound control.
- Sound control - ensuring that performances are running at the correct sound levels for the time of day and positioning of stage.
- Comperes are part of the stage team. Their roles include:
  - Entertaining audiences during the weekend's quiet times.
  - Providing a link between acts - working with the performers to give links into and out of each act.
  - VIP introductions - presenting any VIPs that speak on stage.
  - Stage Team support - working with the Stage Team to ensure the smooth running of the stage and timings of the acts.

## Activity Team

To make sure we deliver a fantastic event full of fun and excitement for all our participants, we will need a large Activity Team.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Delivering activities - there may be opportunities where you'll have to run small activities or games with groups of participants
- Supervising the craft and activity tents - engaging with participants to explain activities, helping to solve problems, moderate use of craft equipment, assisting to marshal queues as needed.
- Supporting external activity providers - providing assistance to deliver activities, liaising between central team and external activity providers to ensure the smooth running of activities.
- Meet and Greet support - assisting the Meet and Greet Team with moving participants to and from activities.

Within the main activity team there are several other teams, some of their roles include:

### **Inflatables**

The inflatables zone is supported by staff from the hire company along with a team of volunteers. The roles here include:

- Assisting with the safe operating of the inflatables within the guidelines supplied by the hire company, and in accordance with the risk assessments supplied.
- Maintaining an orderly queue for the more popular inflatables, at the same time as being a friendly face encouraging the enjoyment of the festival.
- Reporting any defects or incidents to the staff and the hire company

### **Pamper**

The pamper zone includes such things as face painting, glitter tattoos etc. This zone is supported by professional artists - and any training you need will be given to you by the team leader before you start. All materials are provided. Jobs within this zone can include:

- Maintaining an orderly, and happy queue for the zone
- Providing henna tattoos, glitter, hair braiding etc to the girls

### **Craft**

The craft area is always popular. Your team leader and the venue staff will provide all the materials and instructions for the crafts on offer. Roles here include:

- Helping the girls to make their chosen craft items
- Setting up and taking down the craft activities at the start and end of the event
- Keeping the area safe, clean and tidy throughout the event.

## **Catering Team**

All of the food and service staff are provided by professional caterers for the event. The volunteer team supports this by being happy and friendly to all the girls and leaders, especially during the busy times when meals are being served and queues form. The roles here include:

- Maintaining a happy atmosphere within the catering tent.
- Arranging the queues that form at meal times, and directing the girls and leaders to the servery that they need to be at to collect their meals.
- Keeping the catering tent clean and tidy at all times, and clearing it out after each meal service
- Getting the catering tent ready for the start of each meal service.
- Setting out the packed lunch items in the catering marquee, and ensuring that the girls and leaders can pass through the lunch pick up area as quickly and efficiently as possible.
- Supporting the night café, taking money, serving food, managing queues.
- Supporting onsite café, setting up, serving tea, cake and refreshments, clearing up and keeping the café clean and tidy.

## **Information Team**

Located in the information point, the information team provides assistance and information to all the girls, leaders and suppliers on site. Roles include:

- Taking messages and tracking people down
- Providing answers to questions posed by girls, leaders and suppliers.
- Providing a mobile phone charging service
- Providing first aid support
- Looking after lost property

## **Retail Team**

The retail team covers the main Girlguiding shop, pop up shop, and tuck shop. Roles include:

- Serving in the tuck shop, pop up shop and Girlguiding shop
- Managing queues as required.

## First Aid Team

At such a large event with so many people on site, a keen and competent First Aid Team is essential to ensure the safety of the participants. You must hold an appropriate qualification for this role. Please make sure this information is clearly marked on the application form.

Note: All equipment is provided.

Although not an exhaustive list, please find below the types of jobs you are likely to undertake within this role.

- Provide central first aid - acting as the first point of call for participants when they are out exploring the site and may not be accompanied by a Leader.
- First aid for small injuries - providing initial first aid for small injuries, such as cuts, scrapes or burns.
- Provide support for Leaders - acting as first aid support for Leaders when they require a second opinion.
- Security Team support - working with the Security Team to coordinate site access for emergency services if required, liaising with the central Wellies and Wristbands team to keep them fully informed.

## Social Media and PR Team

Wellies and Wristbands has grown dramatically over the past five years and we now have the need for a full social media and PR team, duties will include but are not limited to:

- Taking over the centre Facebook and Twitter across the weekend to live tweet throughout
- Supporting Girlguiding social media teams as required.
- Supporting Girlguiding PR team as required.
- Acting as event photographer.
- Ensuring that all photos, quotes and information is collated in line with current GDPR regulations.