

**Women in Trades Fair 2003  
May 1, 2 and 3  
Volunteer Job Descriptions & Sign-up Form**

**Registration**

**All three days, available all day**

Keep registration running smoothly by checking in teachers and students, collecting registration forms, handing out programs and talking to visitors about Fair highlights.



**Exhibitor / Workshop Check-In**

**All three days, 8:30 – 9:30 a.m.**

Greet exhibitors and workshop presenters with a check-in packet and direct them to their location on a map.

**Exhibitor Food Attendee**

**All three days, available all day**

Help feed the hungry exhibitors, workshop presenters and volunteers by collecting lunch tickets so they can eat. Keep snacks and beverages restocked and tidy.

**Student Food Tent**

**Thursday & Friday, avail. all day**

Collect student lunches from teachers upon arrival. Mark and keep each schools' lunches separate. Be in tent to help provide adult supervision during student lunch periods.

Set-up and take-down food tent tables at the beginning and ending of the student Fair days.

**Student Day Team Leader**

**Thursday, available all day in ~4 hour blocks  
Lots of job openings here, please help if you can!**

Greet teachers upon arrival and lead student groups to orientation, then to workshops and exhibit areas. Provide adult supervision and leadership.



**Information Kiosk**

**Friday & Saturday, avail. all day**

Provide information and directions to high school students on Friday, and the general public on Saturday. Visitors will really appreciate your assistance as they navigate their way through the Fair.

**Oregon Tradeswomen Booth (O.T.I. Members only)**

**Friday & Saturday, avail. all day**

Sell Oregon Tradeswomen merchandise, provide information to attendees about careers for women in the trades.



**Bus Greeter**

**Thursday & Friday, 8:30 a.m. – 12:30 p.m.**

Greet the student busses as they arrive. Make sure the students don't get off the bus into traffic and direct the bus driver where to park. Assist students as they get off and later return to the bus.

**Set-up / Take-down / Clean-up**

**All three days, first and last shift of the day**

Set up tables and chairs for exhibitors and workshops, put up room and table signs and traffic flow markings. Direct exhibitors and workshop presenters to their correct areas. After the fair, take everything down and move to storage; clean up trash, sort and remove Fair supplies.



**Women's Workclothes Demonstration**

**All three days, 4 hr blocks, times vary**

Work behind-the-scenes helping the audience get comfortable and getting models ready to go on stage.

**Women in Trades Fair 2003  
May 1, 2 and 3  
Volunteer Job Descriptions & Sign-up Form**

**O.T.I. Office Help** 

**Please call Kim to schedule @ 503-335-8200 x21**

There are copies to make, confirmations to mail, supplies to collect – so many things to get ready for the Fair! We can use help in the office from about May 1 to the day of the Fair between 8 a.m. and 5 p.m.

**Postering**      **Late March date TBA - For more information, please call Molly at 503-335-8200 x24**

Posters have proven to be one of the most effective ways of spreading the word about the Fair. Join us for a fun day of postering the town!



**VOLUNTEER SIGN-UP FORM**

**Please send form to:  
Oregon Tradeswomen Inc., 1714 NE Alberta Street, Portland, OR 97211 or  
fax form to 503-249-0445 or  
e-mail information to [kim@tradeswomen.net](mailto:kim@tradeswomen.net).**

You will receive confirmation and instructions in April

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Job Choice #1 \_\_\_\_\_ Alternate Choice \_\_\_\_\_

**We will make every effort to place you in the job of your choice. If the jobs you have chosen aren't available, can we place you into another job? \_\_\_\_\_**

***Check one or more:***

- Thurs., May 1      \*\*Time you want to volunteer: FROM \_\_\_\_\_ TO \_\_\_\_\_**
- Fri., May 2      \*\*Time you want to volunteer: FROM \_\_\_\_\_ TO \_\_\_\_\_**
- Sat., May 3      \*\*Time you want to volunteer: FROM \_\_\_\_\_ TO \_\_\_\_\_**

**\*\*Shifts are between 8:30 a.m. – 3:30 p.m. except Set-up/Take Down has additional shift from 3:30 – 5:00 p.m. on Saturday.**

**If you have questions, please call Kim at 503-335-8200 x21**

**Thank you for volunteering  
at the 2003 Women in Trades Fair!**



**Mark your calendars! Volunteer orientation will be held Saturday, April 26 from 10 – 11:30 a.m. or Tuesday, April 29 from 6 – 7:30 p.m.**