

# Ashland Farmers Market Teen Volunteer Guidelines

## **General:**

Sign in at Market Manager's Tent and put on name tag when you arrive for your "shift"  
Have Community Service Forms available for signoff by Teen Volunteer Coordinator  
Sign out before you leave  
Enjoy the market and HAVE FUN!

## **Shift #1: SETUP CREW** (Times: 7:30am–9:00am)

**Volunteers Needed:** Unlimited (ideally 8-10)

### **Tasks:**

- \* Unpack shed, set up AFM tents, tables and chairs
- Set out parking signs and trash, recycling and composting bins etc.
- \* Help vendors unload and set up their tents etc.
- Set out the Outlast Blocks in front of the shed
- Pick up trash around immediate market areas (gloves provided)
- Erase and update 2 white boards for the day's activities
- Pick up coffee carafe etc. for volunteers/vendors from Sunnyside Café

## **Shift #2: MARKET ASSISTANTS** (Times: 9am–12:30pm)

**Volunteers Needed:** Minimum of 6 (more for pre-planned special event days)

### **Tasks:**

- Help unpack and set up music equipment
- Monitor and assist with proper disposal of compostables and recyclables by visitors
- Help with Kid's Corner activities
- Assist Market Managers with hourly crowd counts
- Check in with vendors periodically to see if they need anything (e.g. bathroom break)
- Monitor grounds for trash – collect as needed (gloves provided)
- Help visitors carry bags to their vehicles
- Return coffee carafe to Sunnyside Café at 12:30pm (sooner if empty)

## **Shift #3: BREAKDOWN/CLEANUP CREW** (Times: 12:30– approx. 2pm)

**Volunteers Needed:** Unlimited (ideally 8-10)

### **Tasks:**

- \*Take down AFM tents, tables, chairs etc. and store in shed
- \*Help vendors pack up their tents etc.
- Collect and place all compostables, recyclables and trash in designated areas
- Collect all white boards, parking signs etc. and bring to shed
- Help load music equipment into shed and/or cars
- Put away Outlast Blocks and lock storage container

\*All volunteers must be trained on proper setup and takedown of market tents prior to helping with this for the first time. Market managers, or other experienced volunteers, will assist with this.