# Wellspring Family Resource Fair – Volunteer Descriptions

August 27th 12:00 – 3:00 p.m.

Volunteers needed from 11:00 a.m. – 4:00 p.m.

Shift A: 11:00 a.m. – 1:30 p.m.

Shift B: 1:15 p.m. – 4:00 p.m.

Event Contact: Faye Green – (303) 717-1724 or [fgreen@wellspringfs.org](mailto:fgreen@wellspringfs.org)

Location: 1900 Rainier Ave S. Seattle, WA 98144

*Parking and additional information in follow-up emails.*

# Notes for volunteers: Thank you for supporting Wellspring Family Services and our second Family Resource Fair! This fair will be focused on getting children Ready to Learn. We will have school supplies available for children, and other services available to help families regain housing stability.

# All volunteers must be signed up prior to August 19th, for a specific role and either one or both shifts. No additional volunteers after this day can be signed up. The Fair will be outside, so please dress for the weather, wear comfortable shoes, and feel free to bring any water, beverages, and snacks to stay comfortable and safe. Masks will be required onsite.

# When you arrive for your volunteer shift please find Faye and check in. If you have a Wellspring shirt, please wear it. If not, let us know your size and we will provide one!

# If this is your first time volunteering with Wellspring, you will need to complete an [application](https://wellspringfs.org/volunteer-form/), and email your proof of vaccination against COVID 19 to [volunteer@wellspringfs.org](mailto:volunteer@wellspringfs.org).

# Thank you!

# Family Store

## **Set up** – 8 volunteers

Volunteers will assist in setting up the Family Store table ​with diapers and hygiene products, the School Supply area with pre-stuffed backpacks, and the Children's Book area, as well as general tents and materials for the fair. Volunteers will move items from inside the building to the parking lot (FRF location) using hand trucks and rolling bins. Once set up is complete, volunteers will then take over another volunteer role as the fair starts.

​ *Requirements*: Set up involves lifting and moving boxes (some exceeding 20 pounds).

## Diaper Resource Assistants – 3 volunteers

Volunteers will assist Family Store staff in distributing diapers, hygiene items, and other Family Store resources directly to families attending the fair. Will also assist in gathering additional supplies from inside the Wellspring building and replenishing the tables outside.

*Requirements*: Light lifting and many hours standing, language skills preferred ​(particularly Spanish, Somali, Amharic, and Tigrinya).

## School Supply Resource Assistants – 3 volunteers

Volunteers will assist Family Store staff in distributing school supplies and other Family Store resources directly to families attending the fair. Will also assist in gathering additional supplies from inside the Wellspring building and replenishing supplies as needed.

*Requirements*: Light lifting and many hours standing, language skills preferred ​(particularly Spanish, Somali, Amharic, and Tigrinya).

## Children’s Books Resource Assistants – 2 volunteers

Volunteers will distribute children’s books to interested families and other Family Store resources. Volunteers may need to gather additional books from inside the Wellspring building and replenish books as needed.

*Requirements*: Light lifting and many hours standing.

# Housing

## **Copier Extraordinaire** – 2 volunteers

Volunteers will assist Housing staff in copying client documents so that clients can access utility assistance quicker. Each volunteer will be paired with a case manager to assist clients in their line. Volunteers will intake client documents, copy them in the Wellspring building, deliver clients back their originals, and deliver a case manager the copy.

​*Requirements*: Lots of walking, background check may be necessary.

# Early Learning Center

## **Set up** – 3 volunteers

Volunteers will assist Early Learning Center staff in setting up Early Learning activities. Once set up is complete, volunteers will then take over another volunteer role as the fair starts.

​*Requirements*: Set up involves lifting and moving materials.

## Garden Chaperones or Art Table Chaperones – 2 volunteers

Volunteers will support Early Learning Center staff in activities to entertain children attending the Family Resource Fair with their families. This may include supervising play with toys, or supporting the Arts and Crafts table.

*Requirements:* Background check required.

## Hand Paint Artist – 1 volunteer

Using face paint, volunteer will offer hand-paint art to children attending the Family Resource Fair with their families. For children who would like some hand art, a volunteer would paint flowers, designs, and any special requests from children on their hands. Volunteer can also supervise children painting each other’s hands, depending on capacity, attendance, and child interest. If no children are waiting for painted hands, the volunteer will assist Chaperones or Art Table volunteers.

*Requirements:* Artistic painting ability and background check required.

# General

## Food Service – 2 volunteers

Volunteer will serve food and coffee to visiting families.

*Requirements*: ability to stand for long periods of time, lift small items.

## Lyft Administrator – 1 volunteer

We have generously received Lyft ride credits from Lyft as our corporate partner. A volunteer is needed to support distributing these credits for families visiting the fair to get home without needing to use public transit. The Lyft Administrator will be using a Wellspring laptop to coordinate rides for families.

*Requirements*: 30-minute preparatory meeting to explain the task details, the week prior to the fair. Comfort using technology such as a laptop, and comfort using a smartphone with the Lyft app required. Background check may be required.

## **Floating** – 2 volunteers

With events, you never know where might need a little extra help! We would love a few floating volunteers to be able to support various areas as they get busy. If there isn’t extra support needed, we will ask these volunteers to be restocking books, clothing, and other supplies for future Wellspring orders.

*Requirements*: ability to stand for long periods of time, lift small items.

## **Greeter** – 3 volunteers

Paired with a Wellspring staff member to stand at either entrance of the Wellspring parking lot and greet families as they arrive. A volunteer will be stationed at each entrance of the parking lot and at the stairs entrance.

*Requirements*: ability to stand for long periods of time.

## **Clean Up** – 6 volunteers

Assist Wellspring staff in cleaning up tables, resources, and materials. Clean up activities may be for the Family Store, Early Learning Center, or other booths.

*Requirements*: ability to stand for long periods of time, lift.