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The following pages List the Slot Positions

Shift Time Are Available Online at **[PortMoodyRIBFEST.ca/volunteer](https://PortMoodyRIBFEST.ca/volunteer)**



## General Information

## Contact

Volunteers Coordinator | [volunteers@portmoodyrotary.ca](mailto:volunteers@portmoodyrotary.ca)

## Volunteers Information

Volunteers must be able to work independently without the assistance of others. The minimum age is 13 to volunteer at RIBFEST. Minimum age for each position will vary.

Each volunteer must sign up independently using Sign Up Genius app.

Specific positions require Criminal Records Clearance, paid by the Rotary Club of Port Moody.

## Event Location

**Rocky Point Park**  
2800 Murray St  
Port Moody BC V3H 1X2

## Event Times

### Set-up

Thu 16 July 10:00 am to 2:00 pm

### Festival

Fri 17 July Sat 18 July Sun 19 July

- 9:00 am to 9:45 pm (Volunteer Hours depending on the position & shift)
- 11:00 am to 8:30 pm (Liquor Service Hours)
- 11:00 am to 9:00 pm (Guest Hours)
- 11:00 am to 9:30 pm (Event Hours)

### Tear-down

Mon 20 July 9:00 am to 1:00 pm

## Orientation/Training

- Orientation video link will be emailed before the 10 July 2026.
- Cashiers will have hands-on Point of Sales Software training in July
- Liquor Pourers/Servers will have Liquor & Safety training in July

## Food Allergies

We recommend you bring your own snacks and meals if you have specific food allergies. There will be limited vegetarian options available. Gluten-free options are not available.



## Set-up & Tear-down Team

Position	Ages	Date(s) in July
<b>Set-up &amp; Tear-down Helper</b> Helping with moving equipment and supplies	All	Thu 16   Mon 20

## Green Team

Position	Ages	Date(s) in July
<b>Team Shift Leader</b> Assisting the Team Leader and overseeing the Green Team during your shift. Provide training & instructions to new team members. Previous RIBFEST Green Team experience preferred.	Adults	Fri 17   Sat 18   Sun 19
<b>Green Team All Ages</b> Positions will be assigned by the team Chair or Leader. These important positions allow the Rotary Club of Port Moody meet our environment zero landfill waste plan. You will be on your feet and/or walking for your shift.	All	Fri 17   Sat 18   Sun 19

## Parking & Bike/Scooter Team

Position	Ages	Date(s) in July
<b>Parking Shift Leader</b> Work with the Team Chair to ensure the Reserved or Volunteer lot is covered.	Adults	Fri 17   Sat 18   Sun 19
<b>Parking Monitor</b> Directing and control access to the parking lot.	16+	Fri 17   Sat 18   Sun 19
<b>Bike/Scooter Monitor</b> Checking in/out bikes/scooters/personal mobile devices. Ensuring the item is returned to the proper person.	16+	Fri 17   Sat 18   Sun 19

## Family Zone Team

Position	Ages	Date(s) in July
<b>Family Zone Activity Assistant</b> Overseeing the children taking part in activities including dressing children in costumes and other activities.	15-18	Fri 17   Sat 18   Sun 19



## Internet & Technology (IT) Team

Position	Ages	Date(s) in July
<b>IT Assistant</b> A technical background with a focus on troubleshooting WIFI hotspots, tablets and familiarity with Android version 13 and higher. Knowledge of Square POS is helpful.	16+	Fri 17   Sat 18   Sun 19

## Volunteer Support Team

Position	Ages	Date(s) in July
<b>Volunteer Shift Leaders</b> Working closely the Team Leader coordinating the shift including volunteer assignments with other RIBFEST Team Leaders.	Adult	Thu 16   Fri 17   Sat 18   Sun 19   Mon 20
<b>Volunteer Support Adult</b> Supporting the Volunteer Shift Leader with the volunteer tent, delivering meal, break coverage and other duties related to the Volunteer Support.	Adult	Fri 17   Sat 18   Sun 19
<b>Volunteer Support Youth</b> Supporting the Volunteer Shift Leader with delivering meal, break coverage and other duties related to the Volunteer Support or other Team Leaders.	15-18	Fri 17   Sat 18   Sun 19



## Entrance Team

Position	Ages	Date(s) in July
<p><b>Entrance Ambassador</b></p> <p>Recommend for Rotary Club Members and our Fundraising Partners.</p> <p>Entrance Ambassador will be our welcoming committee and encourage our guest give a donation at the entrance. Working at the entrance gates controlling the flow of guests.</p> <p>If needed, you will direct the guest to security for bag search.</p>	Adults	Fri 17   Sat 18   Sun 19
<p><b>Entrance Counters</b></p> <p>Working at the entrance gates using a digital counter to monitor the entry and exit of guests.</p>	Adults	Fri 17   Sat 18   Sun 19

## Front Office Team

Position	Ages	Date(s) in July
<p><b>Liquor Cashier</b></p> <p><i>Criminal Record Check <b>Required</b></i></p> <p>Using the Square Point of sales app on an Android tablet to sell drink token and will handle cash. Training will be scheduled.</p>	Adults	Fri 17   Sat 18   Sun 19
<p><b>Liquor ID Checker</b></p> <p>Meeting our guests for liquor service. Responsible for only guests who are 19+ receiving wristbands for liquor service.</p>	Adults	Fri 17   Sat 18   Sun 19

## Lounge Team

Position	Ages	Date(s) in July
<p><b>Lounge Drink Server</b></p> <p><i>Criminal Record Check &amp; Special Event Server or Serving It Right Certificate <b>Required</b></i></p> <p>The Drink Server will use the Square Point of Sale (POS) app on tablets to sell beverage tokens, assist guests with drink orders, ensuring smooth delivery directly to their tables and preparing tables for next service.</p>	Adults 21+	Fri 17   Sat 18   Sun 19



## Bar Service Team

Position	Ages	Date(s) in July
<b>Liquor Pourer/Server</b> <i>Special Event Server or Serving It Right Certificate <b>Required</b></i> Pouring beer/cider/wine or exchanging drink tokens for beer and wine as trained in your liquor serving course. Report to the Team leader for bar assignment at the start of the shift. You may be moved as needed.	Adults	Fri 17   Sat 18   Sun 19

## 50/50 Team (For Rotary Club Members and our Fundraising Partners)

Position	Ages	Date(s) in July
<b>50-50 Seller</b> <i>Criminal Record Check <b>Required</b></i> Selling 50/50 tickets at the tent and walking around the park using 50/50 devices. You will be handling cash. Training will be provided prior to your shift.	Adults	Fri 17   Sat 18   Sun 19

## Pop Team (For Rotary Club of Coquitlam Sunrise)

Position	Ages	Date(s) in July
<b>Pop Cashier</b> <i>Criminal Record Check <b>Required</b></i> Using the Square Point of sales app on an Android tablet and will handle cash.	Adults	Fri 17   Sat 18   Sun 19
<b>Pop Adult</b> Serving soft drinks and freezes. Moving and loading stock into the refrigerators.	Adults	Fri 17   Sat 18   Sun 19
<b>Pop Youth</b> Serving soft drinks and freezes. Moving and loading stock into the refrigerators.	13-18	Fri 17   Sat 18   Sun 19



## Corn Team (For Rotary Passport Club)

<b>Position</b>	<b>Ages</b>	<b>Date(s) in July</b>
<b>Corn Cashier</b> <i>Criminal Record Check <b>Required</b></i> Using the Square Point of sales app on an Android tablet and will handle cash.	Adults	Fri 17   Sat 18   Sun 19
<b>Beverage Runner</b>	16+	Fri 17   Sat 18   Sun 19
<b>Corn Runner</b>	16+	Fri 17   Sat 18   Sun 19
<b>Corn Server</b>	Adults	Fri 17   Sat 18   Sun 19
<b>Corn Cook</b>	Adults	Fri 17   Sat 18   Sun 19
<b>Corn Shucker</b>	All	Fri 17   Sat 18   Sun 19
<b>Stocker/Floater</b>	16+	Fri 17   Sat 18   Sun 19



## Volunteer Special Clearance/Certificates

### Criminal Record Check

#### ***For Adults (19+) Only***

Why is this needed:

- Government Regulations
- Societies Act
- Insurance Policy

Times have changed and it comes with additional requirements from outside sources. We need prove to these outside sources we have performed our due care for the protection of minors, guests and Rotary Club of Port Moody.

The Police Information Check can be used for other volunteer activities and good for five years. Police Information Check Cleared five years prior to 31 July can be forward to [volunteers@portmoodyrotary.ca](mailto:volunteers@portmoodyrotary.ca).

Clearance must be received before Friday, 4 July 2025.

This is our preferred method for you to apply for your Police Information Check.

### Criminal Record Check Application

Fees related to this application is covered under the Criminal Records Review Program.

How To Video: [How to complete the application](#)

Follow the link <https://justice.gov.bc.ca/screening/crrpa/org-access> and enter Access Code **6T6QKTXJP9** to access the online application for a criminal record check.

You can choose to have your ID verified via their BC Services Card Login (recommended) or have your ID verified by the Rotary Club of Port Moody, this option will require you sending a photo of your Drivers License and having a video chat with the Volunteer Coordinator.

The current processing time is 15 business days, if not additional information is required.

We will receive notification when you have been cleared.



## Police Information Check performed by Port Moody Police or the other Police Services

This is our secondary method for you to apply for your Criminal Record Check.

**Please email** your Police Information Check document to [volunteers@portmoodyrotary.ca](mailto:volunteers@portmoodyrotary.ca). All documents will be kept confidential.

RIBFEST will provide you with a volunteer confirmation letter to obtain the Police Information Checks. The letter must also be included in the application. Depending on the check it may take up to three (3) weeks to receive a clearance letter. Please apply early.

**The Rotary Club of Port Moody will not refund any cost related to obtaining the Police Information Check.**

After downloading the Volunteer Confirmation Letter follow the instructions below. Depending on the City you live in refer to the links below. You will need to send/upload the Volunteer Confirmation Letter in your application.

### Volunteer Confirmation Letter instructions to obtain the Police Information Check with Port Moody Police or RCMP Coquitlam:

- Open the PDF using a PDF Reader app.
- Click on **ReplaceWithYourFullName** and replace it with your Full Name (First & Last)
- Click on the Disk Icon to Save the revised PDF.
- The letter contains the Application Information you will need and you must include the letter as part of the application.

### Port Moody Police

**Port Moody resident** costs \$10.50 or **Outside Port Moody** costs \$21.00

<https://portmoodypolice.ca/public-info/police-information-checks/>

**Police Information Check (PIC)**

A collection of offence information, including convictions, outstanding warrants, charges and judicial orders available from a local police agency's records management system and other systems/records where authorized.

This check is intended for applicants who are seeking volunteer and/or employment with agencies who require a criminal record check. The agency has determined that a search of pardoned sex offenders database is NOT required (i.e., border crossing or visa) therefore this check is NOT intended for applicants who are seeking volunteer and/or employment with vulnerable persons.

<p>EMPLOYMENT</p> <p>Start Check →</p> <p>\$75.00 + TAX (\$78.75)</p>	<p>STUDENTS</p> <p>Start Check →</p> <p>\$20.00 + TAX (\$21.00)</p>	<p>POTENTIAL CITY EMPLOYMENT</p> <p>Start Check →</p> <p>\$10.00 + TAX (\$10.50)</p>
<p>VOLUNTEER IN PORT MOODY OR SD43</p> <p>Start Check →</p> <p>\$10.00 + TAX (\$10.50)</p>	<p>VOLUNTEER OUTSIDE PORT MOODY</p> <p>Start Check →</p> <p>\$20.00 + TAX (\$21.00)</p>	<p>ADOPTIONS</p> <p>Start Check →</p> <p>\$10.00 + TAX (\$10.50)</p>

### RCMP Coquitlam

**Coquitlam/Port Coquitlam resident - free**

[Send an email to Coquitlam\\_PICforms@rcmp-grc.gc.ca](mailto:PICforms@rcmp-grc.gc.ca)



## Special Alcohol Certificate (Special Event Server/Serving it Right)

**Please email** Liquor Serving/Food Handling certificate to [volunteers@portmoodyrotary.ca](mailto:volunteers@portmoodyrotary.ca). All documents will be kept confidential.

The Government of BC requires anyone serving alcohol must have either a Special Event Server or Serving it Right Certificate, valid for five (5) years. Take the course at online which is British Columbia's mandatory self-study course for serving alcohol. <https://www.responsible-service-bc.gov.bc.ca/special-event-server-course>

- Copy of your certificates must be received before the Friday, 3 July 2026.
- Special Event Server costs \$20 and takes 2 hours.

## Food Handling (FOODSAFE Level 1) Certificate

Beneficial and No Required

It is about preventing the transmission of foodborne illness and about safety while volunteering.

We found this online course and it is valid in BC. The certificate is valid for five (5) years and costs \$29.95 plus taxes (as of 1 January 2026). <https://www.foodsafetytraining.ca/>