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Port Moody Golden Spike Days Volunteer Information Package

Contact Information

Alison Jameson | Kevin Diddie | Peter Muir

Volunteer Coordinators

Volunteers@GoldenSpike.ca

Event Location

Rocky Point Park

2800 Murray St

Port Moody BC V3H 1X2

Event Operations Times

Fri 30 June

- 6:00 pm to 11:00 pm (Guest Hours)
- 6:00 pm to 10:30 pm (Liquor Service Hours-Beer Tent Only)

Sat 1 July Sun 2 July

- 11:00 am to 11:00 pm (Guest Hours)
- 11:00 am to 4:30 pm (Liquor Service Hours)
- 4:30 pm to 10:30 pm (Liquor Service Hours-Beer Tent Only)

Mon 3 July

- 11:00 am to 6:00 pm (Guest Hours)
- 11:00 am to 5:30 pm (Liquor Service Hours)

Minimum Age

- 14 years for the event
- 16 years for some positions
- 19 years for adult positions and evening shifts

Orientation/Training

- All volunteers must attend an orientation session on either 19 or 22 June 2023

Food Allergies

We recommend you bring your own snacks and meals if you have specific food allergies. There will be limited vegetarian & gluten-free options available.



Volunteer Special Clearance

Police Information Check

Only Required for Volunteers in the Family Area and are 19 years or older

Port Moody Golden Spike Days 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.

- Clearance Letter must be received before Friday, 7 July 2023.
- Port Moody residents - costs \$10.50
<https://portmoodypolice.ca/public-info/police-information-checks/>
- Coquitlam/Port Coquitlam residents – free
[Send an email to Coquitlam_PICforms@rcmp-grc.gc.ca](mailto:Coquitlam_PICforms@rcmp-grc.gc.ca)

Please email your Police Information Check Clearance letter to volunteers@goldenspike.ca. All letters will be kept confidential.

Volunteer Confirmation Letter instructions to obtain the Police Information Check:

- 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.



Volunteer Teams Overview/Positions/Shifts

Set-up & Tear-down Team

This team will be responsible for getting the park ready for the event and then resetting it back afterwards which is a big job! For this we need a small army of people.

- Requirements: **Age:** 16+ | **Skills:** Okay to lift & move items
- You will be assisting with the set-up and tear-down of the park. This will require putting up/taking down tents, tables and chairs.

Position	Spots	Date	Shift
Set-up Helpers Age: 16+	20	Fri 30 Jun	10:00 am - 2:00 pm
	20		1:00 pm - 5:00 pm
Tear-down Helpers Age: 16+	20	Mon 3 Jul	6:00 am - 10:00 pm
	20	Tue 4 Jul	9:00 am - 11:00 am

Volunteer Tent

The Volunteer tent is staffed by volunteers who take care of volunteers before and after their shifts and during their breaks.

- Requirements: **Age:** 18+ | **Skills:** Multitasker, friendly & team player
- The duties required of volunteers in the hospitality suite can vary. This area issues floaters to relieve volunteers and makes sure that radios are taken care of. They also may be assigned additional duties during the festival.

Position	Spots	Date	Shift
Volunteer Tent Age: 18+	4	Fri 30 Jun	5:00 pm - 8:15 pm
	4		7:45 pm - 11:00 pm
	4	Sat 1 Jul	10:30 am - 3:00 pm
	4		2:30 pm - 7:00 pm
	4		6:30 pm - 11:00 pm
	4	Sun 2 Jul	10:30 am - 3:00 pm
	4		2:30 pm - 7:00 pm
	4		6:30 pm - 11:00 pm
	4	Mon 3 Jul	10:30 am - 2:30 pm
	4		2:00 pm - 6:00 pm



Information Tent

The information booth is placed in a central location in the park and receives a variety of questions and concerns.

- Requirements: **Age:** 14+ | **Skills:** Good communicator, friendly & team player
- Volunteers aid the public in finding event locations and to inform them about the festival.

Position	Spots	Date	Shift
Information Tent Age: 14+	3	Fri 30 Jun	5:00 pm - 8:15 pm
	3		7:45 pm - 11:00 pm
	3	Sat 1 Jul	10:30 am - 3:00 pm
	3		2:30 pm - 7:00 pm
	3		6:30 pm - 11:00 pm
	3	Sun 2 Jul	10:30 am - 3:00 pm
	3		2:30 pm - 7:00 pm
	3		6:30 pm - 11:00 pm
	3	Mon 3 Jul	10:30 am - 2:30 pm
	3		2:00 pm - 6:00 pm

Greeters

Greeters will be working with our security personnel to assist with controlling the number of people in the park by counting people as they enter and leave the park. Greeters will also keep the lines moving, directing guests to the bag search area and may be required to inform guests the current wait times outside the gate.

- Requirements: **Age:** 16+ | **Skills:** Good communicator, observant, friendly & team player
- You will be working at the entrance gates using a digital counter to monitor the entry and exit of guests or assisting the security personnel to help direct and organize line-ups at the entry gate and to direct as needed to the bag search area.

Position	Spots	Date	Shift
Greeters Age: 16+	10	Fri 30 Jun	5:00 pm - 8:15 pm
	10		7:45 pm - 11:00 pm
	10	Sat 1 Jul	10:30 am - 3:00 pm
	10		2:30 pm - 7:00 pm
	10		6:30 pm - 11:00 pm
	10	Sun 2 Jul	10:30 am - 3:00 pm
	10		2:30 pm - 7:00 pm
	10		6:30 pm - 11:00 pm
	10	Mon 3 Jul	10:30 am - 2:30 pm
	10		2:00 pm - 6:00 pm



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Green Team

This is our **Environmental** team assisting our Green Partners ensuring waste is separated correctly and the clearing of tables.

- Requirements: **Age:** 14+ | **Skills:** Multitasker, detail oriented, friendly & team player
- You will be interacting with our guests providing them with a valuable service and will direct them with sorting the waste into separate bins (green, recyclables and general). You may also assist in the clearing of tables.

Position	Spots	Date	Shift
Green Team Age: 14+	20	Fri 30 Jun	6:00 pm - 8:15 pm
	20		7:45 pm - 11:00 pm
	20	Sat 1 Jul	11:00 am - 3:00 pm
	20		2:30 pm - 7:00 pm
	20		6:30 pm - 11:00 pm
	20	Sun 2 Jul	11:00 am - 3:00 pm
	20		2:30 pm - 7:00 pm
	20		6:30 pm - 11:00 pm
	20	Mon 3 Jul	11:00 am - 2:30 pm
	20		2:00 pm - 6:00 pm

Traffic/Parking

Volunteers working on traffic/parking will be given a list of who is allowed to enter the parking lot, as well as parking passes for the entertainers.

- Requirements: **Age:** 16+ | **Skills:** Observant & good communicator
- You will be working in teams to direct and control access to our parking lots.

Position	Spots	Date	Shift
Traffic/Parking Age: 16+	6	Fri 30 Jun	5:00 pm - 8:15 pm
	6		7:45 pm - 11:00 pm
	6	Sat 1 Jul	10:30 am - 3:00 pm
	6		2:30 pm - 7:00 pm
	6		6:30 pm - 11:00 pm
	6	Sun 2 Jul	10:30 am - 3:00 pm
	6		2:30 pm - 7:00 pm
	6		6:30 pm - 11:00 pm
	6	Mon 3 Jul	10:30 am - 2:30 pm
	6		2:00 pm - 6:00 pm



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Bike Valet

Volunteers working at the bike parking will watch the bikes, and manage the drop off and pickup of bikes.

- Requirements: **Age:** 16+ | **Skills:** Observant, good communicator & friendly
- You will be working individually or in teams to check in and out bikes.

Position	Spots	Date	Shift
Bike Valet Age: 14+	2	Fri 30 Jun	5:00 pm - 8:15 pm
	2		7:45 pm - 11:00 pm
	2	Sat 1 Jul	10:30 am - 3:00 pm
	2		2:30 pm - 7:00 pm
	2		6:30 pm - 11:00 pm
	2	Sun 2 Jul	10:30 am - 3:00 pm
	2		2:30 pm - 7:00 pm
	2		6:30 pm - 11:00 pm
	2	Mon 3 Jul	10:30 am - 2:30 pm
	2		2:00 pm - 6:00 pm

Floater/General

Floater are the most versatile volunteer group. They are used as support staff to supplement our festival filling in where people are needed and when they are taking their breaks.

- Requirements: **Age:** 14+ | **Skills:** Friendly & team player
- You will be assigned when you arrive for your shift by one of the Volunteer Coordinators.

Position	Spots	Date	Shift
Floaters/General Age: 14+	20	Fri 30 Jun	5:00 pm - 8:15 pm
	20		7:45 pm - 11:00 pm
	20	Sat 1 Jul	10:30 am - 3:00 pm
	20		2:30 pm - 7:00 pm
	20		6:30 pm - 11:00 pm
	20	Sun 2 Jul	10:30 am - 3:00 pm
	20		2:30 pm - 7:00 pm
	20		6:30 pm - 11:00 pm
	20	Mon 3 Jul	10:30 am - 2:30 pm
	20		2:00 pm - 6:00 pm



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Yukon Dan - Family Area

Volunteers will be assisting Yukon Dan in teaching people the basics of gold panning are the most versatile volunteer group.

- Requirements: **Age:** 14+ Clear Police Information Check with Vulnerable Sector Screening (PVS) for 19+ | **Skills:** Friendly, team player & good with kids
- Experience with children is needed and must not mind getting their hands a little wet and dirty.

Position	Spots	Date	Shift
Yukon Dan Age: 14+ Clear PVS for 19+	4	Sat 1 Jul	10:30 am - 2:00 pm
	4		1:30 pm - 5:00 pm
	4	Sun 2 Jul	10:30 am - 2:00 pm
	4		10:30 am - 2:00 pm
	4	Mon 3 Jul	10:30 am - 2:00 pm
	4		1:30 pm - 5:00 pm

Bubble Soccer - Family Area

Volunteers will be assisting with the set-up, assisting with play and take-down.

- Requirements: **Age:** 15+ Clear Police Information Check with Vulnerable Sector Screening (PVS) for 19+ | **Skills:** Friendly, team player & good with kids
- Experience with children is needed and be willing to run around.

Position	Spots	Date	Shift
Bubble Soccer Age: 15+ Clear PVS for 19+	4	Sat 1 Jul	10:30 am - 2:00 pm
	4		1:30 pm - 5:00 pm
	4	Sun 2 Jul	10:30 am - 2:00 pm
	4		10:30 am - 2:00 pm
	4	Mon 3 Jul	10:30 am - 2:00 pm
	4		1:30 pm - 5:00 pm



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Mascot - Family Area

Mascots will wear the suit for twenty-minute periods and roam around the park with two guides, shaking hands with children, greeting visitors and posing for pictures.

- Requirements: **Age:** 16+ Clear Police Information Check with Vulnerable Sector Screening (PVS) for 19+ | **Skills:** Friendly, team player & good with kids
- Experience with children is needed and able to handle being hot for short periods of time.

Position	Spots	Date	Shift
Mascot (Weather Permitting) Age: 16+ Clear PVS for 19+	3	Sat 1 Jul	10:30 am - 2:00 pm
	3		1:30 pm - 5:00 pm
	3	Sun 2 Jul	10:30 am - 2:00 pm
	3		10:30 am - 2:00 pm
	3	Mon 3 Jul	10:30 am - 2:00 pm
	3		1:30 pm - 5:00 pm