



**Wildcat Band & Auxiliary
Parent Organization, Inc.**

3300 NW 185th Ave, PMB 251
Portland, OR 97229

Volunteer Expectations/Job Descriptions
Fall Marching Band 2017-18

Volunteers are at the heart of everything WBAPO does! Volunteers are needed to make sure band functions run smoothly and safely. The following is a list of volunteer responsibilities and expectations while participating in any event with the Westview High School Band Program. Thank you for donating your time to volunteer!

- All volunteers MUST complete a Beaverton School District volunteer background check (even if you are a Beaverton School District employee). Please visit the district webpage under “community/volunteer” for the link.
- Volunteering is a partnership with the band director, band instructional staff, and students.
- Volunteers will treat all students equally with respect and understand that their attention is to be focused on the whole group, not just their own child.
- Volunteers will report all unacceptable behavior to the band director immediately.
- Volunteers will conduct themselves in a professional manner at all times and present a positive attitude. Remember that flexibility is key.
- If possible, volunteers will wear Westview Band gear (red shirt, show shirt, band hoodie, etc.).

Volunteer Duties By Title

Marching Competition Load Crew

- Three volunteers will pick up the rental trucks the Friday before the competition (two to drive the trucks, one to shuttle).
- Assist in loading the trucks with tents, uniforms, and other equipment on the Friday evening before the competition.
- A couple of people that are signed up to be pit crew members for the competition will also be needed to help load pit crew equipment at Westview (usually on Saturday morning before the students’ call time). Help unload the pit crew truck once it arrives at the stadium.
- Some load crew volunteers will be needed to meet at Westview after the competition to help unload equipment.

- Three volunteers will return the rental trucks either the Sunday or Monday after the competition (two to drive the trucks, one to shuttle).

Marching Competition Pit Crew (receives a discount bracelet for \$5)

- A couple of people that are signed up to be pit crew members for the competition will also be needed to help load pit crew equipment at Westview (usually on Saturday morning before the students' call time).
- Help unload the pit crew truck once it arrives at the stadium.
- Assist front ensemble "pit" students move their instruments to the warm-up area.
- Efficiently move equipment on and off the field immediately before/after competitive performances. The competitions are timed, so efficient set up and tear down of the pit during the "total time interval" is a critical part of the band's competitive success.
- Pit does not have an assigned dedicated chaperone, so pit crew will also be a helping hand for Pit Captionhead, Jeremy Jacobs at the warm-up area or as needed.
- ** Our full time pit crew members will be needed throughout the entire competition day. If you need to run home or run an errand, please know the gate time and be back at least 30 minutes before that. Also please let other pit crew members know and coordinate so that the students are not left unattended.

Marching Competition Tent Crew (receives a discount bracelet for \$5)

- Meet at the competition site two hours prior to students' call time to help unload the truck and put up the tents. Note: Be sure to "divide and conquer" as parents or make other arrangements for your child to get to the competition site at their call time.
- Take down the tents at the end of the competition day and help load them onto the truck.
- ** Our full time tent crew will be needed at the beginning of the day and at the end of the evening. We need a few tent crew people to be available throughout the day in case of any tent issues. Tent crew that stays throughout the day usually helps out with uniforms, food crew, pit crew, or prop crew. If you need to run home or run an errand, please coordinate and let the tent crew leaders know.
- *** We will have a few "part time" tent crew positions available in the morning and in the evening. These part time spots do not receive a discount bracelet. Plan in advance so that you can purchase a wristband and not miss the performance.

Marching Competition Chaperones (receives a discount bracelet for \$5)

- Confirming the presence of students on the bus before departures. (when applicable)
- Assisting in checking in students at competition site.
- Assist in uniform distribution and collection.
- Being a resource for students during the competition day (help, encouragement,

etc.)

- Alleviating the staff by answering basic questions, directing students where to go, and communicate information and directions.
- Follow your designated group to their warm up area and be available to help with uniforms, tying shoes, etc.
- ** Full time chaperones are needed throughout the entire competition day. If you need to run home or run an errand, the only time would be when the kids are having their meal. Please be aware of their 2nd call time and be back accordingly. Coordinate with other chaperones so that kids are not left unattended.

Marching Competition Food Crew (receives a discount bracelet for \$5)

- Set up the food buffet tables
- Coordinate in collecting \$5 from each non-marching band or staff member eating one of our meals.
- Assist in serving meals.
- Cleaning up after the meal.
- Assist in distributing snacks.

Marching Competition Part-Time Positions (no discount bracelet)

We realize that not everyone can commit to helping for an entire competition. Or maybe you just want to get a sample of what it means to volunteer at a competition. We need you! We are offering part-time volunteer slots to help at various times of the day. We can sign up for as many of these as you'd like or your schedule permits.

Football Game Chaperones

- Assist in uniform or raincoat distribution before the game and collection after the game (when applicable).
- Help fill water jugs and water bottles before the game and load them onto the wagon. Make sure the wagon is taken to the stadium.
- Distribute the water bottles to rows of band members and refill them from the water jugs when empty.
- During the game, position yourself in the stands so that you are between the student section and the band students.
- Watch over the instruments during the 3rd quarter while band students are away.

Football Game Pit Crew

- Assist students to efficiently move equipment into the end zone staging area before the halftime performance.
- Efficiently move equipment on and off the field immediately before/after halftime performances.

- Assist students in moving equipment back into the band room after the performance.

Football Game Prop Staging Crew

- Assist in getting props out of storage and ready the props for performance.
- Efficiently move props into the end zone staging area before the halftime performance.
- Assist in putting the props back in storage.