**Rockford City Market**



 **Nonprofit or School Organization Opportunity**

 **Market Greeters**

**May 18th – September 28th, 2018**

**Responsibilities:** Greet, count, and supervise attendees at each gate and promote from assigned booth
**Volunteers:** A *minimum* of 6 volunteers is required; 8-10 volunteers are recommended
**Timing**: **3:15pm –** **8:45pm** before Labor Day, **3:15pm –** **7:45pm** after Labor Day

**OPPORTUNITY OVERVIEW**Each week a nonprofit or school organization will volunteer to greet attendees as they arrive and leave the City Market.  They will welcome and monitor guests at each of the four gates, track attendance with counters, communicate rules to guests if needed, and promote their organization from a tent provided by RCM.

**VOLUNTEERS
Volunteers must be 18 years of age or older**.  Part of the responsibility of the gate greeters is to ensure that no one is leaving or entering with alcohol.  Organizations with younger volunteers must have one volunteer 18 years of age or older at each gate.  Volunteers must be able to be outdoors for a period of time in all weather conditions..

**OPERATIONS
Minimum amount of volunteers required is 6**: one person at each of the four gates, one person at the promotional booth, and one person rotating to assist for breaks.  Volunteers can work the entire length of the market or the organization can rotate people through as they feel is appropriate as long as all areas are staffed from 15 minutes prior to the event through 15 minutes after the market.

The market recommends that volunteers rotate through each gate at hour intervals. Some locations are sunny, others are in the shade—rotating spaces keeps the volunteers comfortable.  However, gates must still be staffed during rotations – there should never be an empty gate for even a few minutes.

Gate and booth volunteers should arrive by 3:15 P.M. to receive instructions and head to their gates.  **Volunteers must stay at their gates until 15 minutes after the market closes to assist guests with exiting, to keep vehicles from entering, and to help with keeping patrons from leaving with alcohol.**Volunteers are expected to stay until 8:45pm (7:45pm after Labor Day.)

**PROMOTION**
Participating organizations can use their booth to distribute information specific to their cause, collect pledges, or sell tickets to an event.  Merchandise sales are not allowed unless approved by the Rockford City Market.   ***All sales and activities must be approved by Rockford City Market in advance.***  Additionally, one printed item may be handed out at the gates by your volunteers. *The printed item must be submitted for approval to the Rockford City Market in advance.* ***Walking through the market to distribute materials or solicit is NOT allowed***. Supply of print materials is the sole responsibility of the organization. Please note that the market does not allow distribution or solicitation of flyers with political or religious causes.

We encourage you to promote your participation in the market, asking your supporters to attend the market and promote attendance to their associates. For more info, email rockfordcitymarket@rrdp.org or call 815-977-5124.