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VOLUNTEER POSITION DESCRIPTION

POSITION NAME:	Volunteer Coordinator
LOCATION:	Historic Willamette Business District, West Linn
REPORTS TO:	Executive Director
COMMITTEE:	Organization
SCHEDULE:	Approximately 2-4 hours per week

ORGANIZATIONAL OVERVIEW:

Historic Willamette Main Street (HWMS) is an Accredited Main Street program dedicated to preserving and enhancing the economic vitality, historic character, and cultural vibrancy of the Historic Willamette District. Through the nationally recognized Main Street Four Point Approach® - Organization, Promotion, Design, and Economic Vitality - HWMS strengthens local businesses, fosters community connection, and advances placemaking initiatives.

POSITION SUMMARY:

The Event Setup & Takedown Crew Member supports the safe, efficient setup and breakdown of event infrastructure for HWMS programs, including but not limited to the Wednesdays in Willamette Summer Street Market and other seasonal events.

This position plays a critical operational role in ensuring events are prepared professionally and restored properly after completion. The role requires reliability, physical capability, and the ability to follow structured direction within an event environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

Event Setup (Pre-Event)

- Place road closure signage and barricades as directed
- Set up tents, tables, chairs, and designated event areas
- Transport and position equipment from storage trailer
- Fill and secure water weights or anchoring systems
- Assist with Information Booth and management area setup
- Conduct pre-event site walk for cleanliness and safety
- Follow safety procedures for equipment handling

Event Breakdown (Post-Event)

- Dismantle tents, tables, chairs, and management areas

- Remove barricades and signage
- Return equipment to storage trailer in organized condition
- Conduct final site sweep for debris or materials
- Report damaged equipment or safety concerns to Market Manager

SCHEDULING EXPECTATIONS:

- Approximately 4 total work hours per event (2 hours prior; 2 hours post-event)
- Wednesday availability required during Summer Market season
- Additional event opportunities may be offered based on organizational needs and availability

Exact call times are determined by the Market Manager in coordination with the Executive Director.

QUALIFICATIONS

- Ability to lift 50 pounds
- Ability to work outdoors in varying weather conditions
- Strong reliability and punctuality
- Ability to follow direction and work collaboratively
- Awareness of safety practices during equipment handling
- Minimum age of 16 years

PHYSICAL REQUIREMENTS

- Frequent lifting, carrying, bending and walking
- Extended standing during setup and breakdown
- Outdoor work in heat, wind or light rain

WORK ENVIRONMENT

- Primarily outdoor work during Market season
- Variable weather conditions
- Frequent public interaction
- Physically active role requiring standing and walking for extended periods

PERFORMANCE EXPECTATIONS

Success in this role includes:

- Consistent punctuality and dependable attendance

- Safe and efficient handling of equipment
- Proper restoration of event site
- Professional conduct with vendors, volunteers and the public
- Clear communication regarding scheduling or availability