

**NSF Volunteer Information Sheet**

***Thank you for offering your time and efforts for the Nebraska State Fair! Your time is very valuable to us, and we appreciate everything that you have to offer to make the Nebraska State Fair a success.***

**Volunteer Position: Bus Crew Spotter & Superintendent Assist**

 **Check-In:**

* Your yellow name badge will be your gate admission into the fair. It is to only be used on days that you are volunteering.
* All volunteers are required to check-in with the volunteer coordinator at Volunteer Headquarters (VHQ) in the Pinnacle Expo Building prior to their shift.
* VHQ assistants will check you in and share the location of where your shift begins.

 **Location:**

* North Parking Lot at Gate 5A: North of the Family Fun Zone and Midway, East of the 4-H/FFA/Competitive Exhibits Building. THIS POSITION DOES NOT RIDE THE BUS

 **Responsibilities:**

* Assist the Bus Superintendent(s) (They wear a Nebraska State Fair Staff Polo)
  + Guy, Larry, and Larry
* Welcome guests to the grounds and help them get their bearings.
* Thank guests as they leave.
* Assist in spotting for any shuttles/buses who are backing out of a load/unload stall.

Shuttle Buses

* Direct people to the Ticket Booths and Gate as they get off the shuttle buses.
* Direct people to the appropriate loading dock to wait for the next shuttle. Guide foot traffic into appropriate line(s) to load and unload shuttle buses.
* Give people a GO or a STOP signal for walking into/out of Gate 5A. This direction is needed at the Gate and this Volunteer does NOT work on the city street. All activity takes place on Fonner Park Property.

Special Event Buses

* Facilitate the loading and unloading of tour buses for special events including Nebraska’s Largest Classroom, Older Nebraskan’s Day, Veterans Day, and Concerts.
* Direct tour groups to the Ticket Booths and Gate as they get off the bus.
* Coordinate the return of buses to load tour groups to leave the grounds. This will consist of calling the buses to ask them to return to get their group. Assigning a dock for the bus to pick up the group and then letting the group know which dock to wait next to.

 **Requirements:**

* Indoors or Outdoors: Outdoors Only, Chair and shade tent provided during slower times, some sun exposure.
* Lifting Requirements: No lifting is requred

 **Check-Out:**

* Volunteers do not need to check out at VHQ as the new system will automatically check you out.