

## **Volunteer Position Description**

**Job Title:** Community Events Volunteer

**Organization:** Village of Barrington

**Event:** Brew and Browse: Barrington Craft Fair – Downtown Barrington

### **Purpose:**

The Community Events Volunteer supports the planning and execution of Brew and Browse: Barrington Craft Fair on September 12, 2026. This role helps ensure a smooth, organized, and welcoming experience for vendors, sponsors, and attendees. Volunteers play an important part in supporting local businesses, assisting with event logistics, and creating a positive community atmosphere through shopping, food, music, and family-friendly activities.

### **Location:**

Downtown Barrington

### **Key Responsibilities:**

- Assist with vendor check-in and direct vendors to assigned booth locations
- Distribute vendor materials and review setup guidelines
- Help monitor vendor setup to ensure alignment with the event layout map
- Answer vendor questions and provide on-site support
- Ensure vendors follow setup schedules and operational guidelines
- Support food and beverage vendors in following safety and placement requirements
- Communicate any issues to the Event Coordinator
- Assist with vendor breakdown and cleanup at the end of the event
- Help collect vendor feedback after the event

### **Reports To:**

Event Coordinator, Village of Barrington

### **Length of Appointment:**

One-day event commitment on September 12, 2026.

### **Time Commitment:**

Approximately 6–8 hours on event day, including setup and breakdown support.

### **Qualifications:**

- Strong communication and customer service skills
- Dependable and punctual
- Comfortable working outdoors

- Ability to follow directions and problem-solve
- Friendly and professional demeanor

**Support:**

Training and a vendor layout map will be provided prior to the event. Event leadership will be available throughout the day for guidance and assistance.

**Dress Code:**

Casual but professional. Comfortable shoes required. An event volunteer t-shirt will be provided.

**Benefits:**

- Certificate of service
- Community service hours if needed
- Opportunity to network with local vendors and businesses
- Experience in event planning and vendor management