

VOLUNTEER HANDBOOK  
FOR  
Beachburg Agricultural Society  
(Beachburg Fair Committee)



Contact Information

Location: 7 Stewart Street, Beachburg, ON  
Mail Address: PO Box 157, Beachburg, ON K0J 1C0  
Phone: 613-582-3327  
Email: [beachburgfair@gmail.com](mailto:beachburgfair@gmail.com)  
Website: [www.beachburgfair.com](http://www.beachburgfair.com)

## **Welcome to Beachburg Agricultural Society**

Volunteers are one of the most important resources within our society. Your time, commitment, positive attitude and personal support of the Ag Society allows us to provide support to every part of our organization.

By becoming a volunteer, you are responsible to very specific needs in our organization to provide that makes up the Ag Society and in turn the Beachburg Fair. It is hoped that you will have a sense of fulfillment and satisfaction as a volunteer with us and within our group.

### **Beachburg Agricultural Society Mission**

- To encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community

### **Beachburg Agricultural Society Vision**

- Ag Society will inspire and unite people by uniting the community by supporting and providing agricultural education and community to enrich rural life

### **Volunteer Mission**

- Provide a positive and friendly environment for members of our community, including supporters, visitors and groups to interact with others while providing a valuable volunteer service to the society.
- Promote enthusiasm and dedication for the work at the BAS and provide an opportunity to share and appreciation for the agricultural community.
- Instill a sense of pride and accomplishment in and a respect for an organization that has celebrated over 160 yrs of celebration during the annual Beachburg Fair.

### **Purpose of the Volunteer**

Provide assistance and support for the Beachburg Agricultural Society through:

- Coordinating and assisting with all events that pertain to the organization and implementing of the Beachburg Fair
- Assisting and organization of any fundraising initiatives, including special events
- Communicating a positive message to our community by providing exemplary customer relations to all visitors and guests during the annual Beachburg Fair and being an advocate for the Beachburg Agricultural Society with friends, relatives, colleagues as well as fellow volunteers

### **Benefits of Volunteering**

As a volunteer, you will benefit by:

- Knowing the satisfaction that comes from helping others and doing this task to the best of your abilities
- Interacting with others (communication)
- Applying your skills/abilities
- Showing your support for your local community and groups

## **Rights of a Volunteer**

As a volunteer you have a right to:

- Be recognized as an integral member of the Beachburg Ag Society
- Have meaningful assignments with written job descriptions
- Attend orientation and training sessions presented by qualified persons when required
- Receive sound guidance, support and direction when needed in your committee

## **Responsibilities of a Volunteer**

As a volunteer you are responsible for:

- Understanding and meeting the commitment involved with your placement
- Being dependable by arriving on time and being ready for assignments
- Learning the duties of all positions and knowing all health, safety and emergency procedures
- Being aware of appropriate attire for events (eg. Volunteer shirts or aprons)
- Informing the committee or director in charge of any change in your contact information or other circumstances that affect your commitment

## **Volunteer Qualification Requirements**

### **1. General Requirements**

- Smile; be pleasant and welcoming during events and Beachburg Fair
- Read and understand policies and guidelines. If any doubt, ask questions.

### **2. Physical Requirements**

- Stand for a minimum for two hours at a time
- Walk on uneven ground, some with incline, steps or ladders
- Bend over to collect items if needed
- Lift and carry items up to and in excess of 4 Kg (10lbs)

These requirements will by no means exclude anyone from volunteering. Please discuss any personal concerns with the head of your committee or directors. Personal information will be kept confidential.

## **Communications Requirements**

- Speak clearly in English (bilingual is welcomed)
- Provide good customer experience and relations skills while interacting with people
- Handle cash and make change if needed during certain duties
- Follow instructions given by persons in authority

## **Training**

- Attend any orientations needed for volunteer or Beachburg Fair event
- Training for concessions, gate duty or other areas when needed and applicable

## Volunteer Responsibilities

### General

- Volunteers are responsible for meeting, greeting, and providing information relevant to the event (Beachburg Fair) Example – direction in the fairgrounds, price and policies, first aid etc.
- The goal is to ensure visitors have a great experience at the Beachburg Fair and other events
- After events, volunteers are asked to assist in cleaning up the area of assignment where possible.
- Volunteering is first come first serve basis. Certain areas of the fair/events need a required amount of bodies. Each Committee will determine the number of volunteers needed for each day of the Beachburg Fair and other events.
- The website and email address for the BAS are located on the front page of this handbook. A sign up link with available positions and duties is posted on the Beachburg Fair website.
- In case of an absence, please give 24 hours notice in order for a replacement to be found.
- Accidents – report to Beachburg Fair office or nearest Beachburg Fair Director
- Arrival times – please arrive for any shifts a minimum 10 minutes prior for direction and follow up.
- Volunteers will receive a volunteer bracelet for the time of their shift; If wishing to attend an event with another cover charge or utilize the rides, a bracelet must be purchased for those specific areas.
- Parking is not available on the fairgrounds unless specified for special needs
- Volunteers are asked not to consume alcoholic beverages within one hour of their designated arrival time to assist in duties. Disregard for this requirement may result in the volunteer being asked to leave.
- Dress code – proper shoes for safety reasons in all areas that concern food and drink (health reasons)In areas of concession – long hair should be tied back neatly for hygienic reasons; follow hand washing and food prep regulations in all areas
- Volunteers may be provided with lanyards, t-shirts or aprons to be worn during the events/Fair.
- Health and Safety procedures will be reviewed in certain areas and assignments during the Fair.

### CODE OF CONDUCT

- All volunteers will be asked to sign a code of conduct handout
- Be cheerful, positive and friendly. If you receive any criticism of BAS for group, its committees, directors or other volunteers contact the Fair Office or Executive Directors. Volunteers are in the business of helping people and addressing the needs of all.
- Volunteers should be very aware of their behaviour while in attendance of events/Fair.
- Confidentiality is an issue of importance with the Beachburg Agricultural Society. Volunteers are not to share names, phone numbers or addresses with persons not associated directly with the BAS
- If patrons or people in the community share advice about or criticism of the BAS, committees or members, be neutral in your response. Otherwise, suggest that the person contact the Executive Committee or Fair Office.
- Volunteers may not be scheduled an area or assignment to coincide with attendance of friends or relatives. Volunteers are on duty to attend to the needs of all patrons and attention should not be divided between personal obligations and volunteer duties at the event/Fair.

