

2025 FIRST FRIDAY VOLUNTEER POSITION DESCRIPTIONS

Volunteer Coordinators (2 Volunteers needed)

Kingman's First Friday is a monthly celebration of local art, music, food, and culture, bringing the community together in downtown Kingman. We're seeking Volunteer Coordinators to recruit, organize, and manage volunteers, ensuring each event runs smoothly and successfully. This role is essential to fostering a positive volunteer experience and supporting the overall success of First Friday.

Key Responsibilities:

- Recruit & Train Volunteers – Actively engage with the community to recruit volunteers, conduct orientation and training sessions, and prepare them for event-day responsibilities.
- Schedule & Coordinate – Assign volunteers to specific roles and shifts, ensuring all areas, including event setup, information booths, artist support, and cleanup, are adequately staffed.
- Communication & Engagement – Maintain regular communication with volunteers, provide necessary updates, answer questions, and ensure they feel supported.
- On-Site Management – Oversee volunteers during the event, address any issues that arise, and provide assistance to keep operations running smoothly.
- Recognition & Retention – Develop strategies to appreciate and retain volunteers, fostering a strong sense of community involvement and encouraging future participation.

Qualifications:

- Strong organizational and multitasking skills.
- Excellent interpersonal and communication abilities.
- Experience in volunteer management or event coordination is a plus.
- Passion for community engagement, arts, and cultural events.
- Ability to work flexible hours, including evenings and First Friday event days.

Benefits:

- Play a key role in enhancing a vibrant community event.
- Develop leadership and event coordination experience.
- Connect with local artists, musicians, businesses, and community members.

If you're passionate about organizing and inspiring volunteers, we invite you to apply!
Learn more about the event at kingmanfirstfriday.com.

Volunteer Interests:

- Community
- Entertainment & Music

Kingman Area Chamber of Commerce
309 E. Beale St., Kingman, AZ 86401
(928) 753-6253 / www.kingmanchamber.com

Helpful Skills:

- Management
- Special Events
- Volunteer Management

Set Up Crew (10 volunteers needed)

Set up time is between 3 pm and 5 pm

Event Setup Assistance: Support vendors in unloading equipment, setting up booths, tents, tables, and displays before the event commences. Work with Roadies to ensure that all setups comply with event guidelines and safety standards.

Equipment Management: Handle event materials such as signage, tables/chairs, and lighting equipment.

Physical Tasks: Perform duties that require walking, running, and lifting light to moderately heavy items.

Collaboration with Roadies: Report to and coordinate with the Roadies (event coordinators) to address any setup challenges.

Qualifications:

- Physical Fitness: Comfortable with lifting, carrying, and extended walking/standing.
- Teamwork: Ability to work well with fellow crew members, vendors, and staff.
- Problem-Solving: Identify and address setup challenges.
- Positive Attitude: Enthusiasm for community engagement.

Benefits:

- Experience: Hands-on exposure to event logistics and teamwork.
- Community Impact: Contribute to Kingman’s cultural scene.
- Networking: Connect with vendors, artists, and business owners.

Punctuality is essential, as efficiency directly impacts the event’s success.

Take-Down Crew (10 volunteers needed)

Take down may be between 8:30 and 9:30 pm. Dependent upon the event attendance.

Support vendors in breakdown of equipment, booths, tents, tables, and displays at the conclusion of the event. Assist with picking up games, vendor space markers, sponsor signs, and assist with general event cleanup.

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Take-Down Crew (cont'd)

Post-Event Takedown: Ensure that the event area is returned to its original state, free of debris and equipment.

Equipment Management: Handle event materials such as signage, tables/chairs, and lighting equipment.

Physical Tasks: Perform duties that require walking, running, and lifting light to moderately heavy items.

Collaboration with Roadies: Report to and coordinate with the Roadies (event coordinators) to address any takedown challenges.

Qualifications:

- Physical Fitness: Comfortable with lifting, carrying, and extended walking/standing.
- Teamwork: Ability to work well with fellow crew members, vendors, and staff.
- Problem-Solving: Identify and address takedown challenges.
- Positive Attitude: Enthusiasm for community engagement.

Benefits:

- Experience: Hands-on exposure to event logistics and teamwork.
- Community Impact: Contribute to Kingman’s cultural scene.
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Headquarters Booth Attendant (2 Volunteers needed)

The Booth Attendant serves as the central hub for First Friday operations, providing information, assistance, and support to attendees and volunteers.

Serve as First Friday Headquarters

- Staff the event booth and act as the main point of contact for volunteers and attendees.
- Keep event materials, maps, and schedules organized and accessible.
- Answer general questions about the event.
- Provide directions and event materials to attendees.
- Observe and report any safety concerns, lost items, or incidents to event staff.
- Assist in lost-and-found inquiries and reunite lost individuals with their groups.

Volunteer Coordination & Communication

- Stay in touch with other volunteers via radio, phone, or in-person updates.
- Relay important information or updates from event organizers.

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Headquarters Booth Attendant (cont'd)

- Assist in directing volunteers to their designated areas if needed.

Basic First Aid Support

- Maintain the First Aid Kit and provide minor assistance (e.g., band-aids, ice packs) if needed.
- Direct individuals to medical personnel or emergency services for more serious incidents.

Roadies (20 volunteers needed)

Roadie Volunteers to assist vendors and attendees. Roadies serve as a vital link between organizers and participants.

Key Responsibilities:

- Vendor Assistance – Guide vendors during setup and breakdown, ensuring they have everything they need.
- Information & Directions – Answer attendee questions about schedules, locations, and activities.
- Crowd Management – Monitor crowd flow and help prevent congestion or safety issues.
- Issue Resolution – Identify and report concerns or emergencies to event organizers.
- Volunteer Management – Assist in directing setup volunteers when needed.
- Cleanliness & Maintenance – Help keep the event area tidy and organized.

Qualifications:

- Strong communication and problem-solving skills.
- Comfortable standing, walking, and light lifting for extended periods of time.
- Ability to work well in a team and interact with the public.
- Enthusiasm for community events and engagement.

Benefits:

- Gain experience in event coordination and public engagement.
- Connect with local artists, musicians, and businesses.
- Be part of a team that brings the community together.

Commitment:

They should attend the First Friday Informational meetings and must attend a training prior to their first event.

Barricade Crew (20 volunteers needed)

Keep the event area secure and organized by manning intersections and street closure blockades at:

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Barricade Crew (cont'd)

- Each intersection: Beale & 2nd, 3rd, 4th, and 5th Streets.
- Blockades: West and East ends of Beale; as well as the North and South sides of 2nd, 3rd, 4th, and 5th.

The Barricade Crew plays a vital role in ensuring a safe and enjoyable experience for attendees at First Friday by managing street closures and maintaining pedestrian safety. Their key responsibilities include:

Traffic Control & Safety

- Politely direct drivers away from restricted areas and provide alternative routes when necessary.
- Ensure emergency vehicles can access the area if needed.
- Watch for and report any unsafe activity or unauthorized vehicles attempting to enter.
- Assisting Attendees & Providing Information
- Answer basic event-related questions (e.g., parking, event hours, vendor locations).
- Guide pedestrians safely around the barricaded areas.
- Direct vendors and authorized vehicles to designated entry points.

Communication & Teamwork

- Stay in contact with event organizers, security, and fellow volunteers via provided communication channels (e.g., radios or cell phones).
- Report any issues, such as damaged barricades or unauthorized access, to event staff immediately.
- Work collaboratively to keep intersections safe and organized.

Assisting Vendors with a Safe Exit During Takedown

- Ensure pedestrian safety as vendors pack up and exit the event area.
- Guide vendors to designated exit points, preventing congestion and confusion.
- Direct pedestrians away from moving vehicles and equipment.
- Assist with clearing pathways to allow vendors to exit safely and efficiently.

Photographers & Videographers

Capture the energy and excitement of First Friday! Share live content on social media and help create professional-quality media for advertising, training, and sponsor promotions.

If your skills include any of the following activities, your help will be greatly appreciated!

Key Activities:

- Capture Event Highlights – Photograph live music, artists, vendors, food, and attendees to showcase the unique energy of First Friday.

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Photographers & Videographers (cont'd)

- Candid & Posed Shots – Take both candid and posed shots of guests, volunteers, and performers, helping document the event's atmosphere and engagement.
- Social Media Content – Create engaging visual content for platforms like Facebook, Instagram, and TikTok, helping to increase visibility and community participation.
- Live Event Coverage – Stream live videos, capture behind-the-scenes moments, and engage with attendees online in real-time.
- Post-Event Submissions – Share high-quality photos and videos with the event organizers to be used for future promotions, marketing materials, and community outreach.

Qualifications:

- Passion for photography and community events.
- Basic knowledge of photography or videography (professional experience is a plus but not required).
- Access to a camera, smartphone, or video equipment.
- Ability to work in a dynamic, fast-paced environment.
- Willingness to share content with organizers for promotional use.

Benefits:

- Gain photography experience in an exciting event setting.
- Have your work featured on official First Friday social media and marketing materials.
- Network with local artists, musicians, and businesses.
- Help grow a beloved community event through visual storytelling.

Volunteer photographers or videographers for First Friday are responsible for the safety and security of their own equipment. The Kingman Area Chamber of Commerce, First Friday organizers, sponsors, volunteers and affiliates are not liable for any loss, theft, damage, or malfunction of personal photography or videography equipment used during the event.

Volunteer photographers and videographers grant permission to the Kingman Area Chamber of Commerce, First Friday organizers, volunteers and their affiliates to use any photographs or video recordings that is captured during the volunteer's service for marketing, social media, advertising, training, and sponsorship purposes. All photos and videos that are taken at the event and submitted to the Kingman Area Chamber of Commerce and First Friday organizers may be used at the discretion of the event organizers and will not be given compensation for such use. As a volunteer photographer or videographer, volunteer does not retain exclusive rights to any media captured at First Friday.