

## **Sunday Streets Event Staff Job Description**

Sunday Streets creates miles of car-free streets for San Francisco residents and visitors to get out and be active in diverse San Francisco neighborhoods. Founded in 2008, Sunday Streets has grown into one of San Francisco's most exciting initiatives, promoting biking, walking, recreation, and community-building.

The San Francisco Municipal Transportation Agency (SFMTA) co-presents Sunday Streets with Livable City, the non-profit partner responsible for day to day management of the program. Livable City has a small but dedicated full-time staff, augmented by passionate volunteers.

### **Position Overview**

Event Staff will assist with site set-up and breakdown of the Sunday Streets route and information booths at all eight events. During event hours, they will support Sunday Street Staff and lead volunteers staffing the event, conducting outreach, selling merchandise, and collecting data. Event Staff interact directly with staff and volunteers during the event, and represent Sunday Streets when answering any questions from participants. Event Staff are temporary employees.

The 2016 Sunday Streets season will consist of 8 events, one Sunday each month between April and November.

Attendance at 2-3 paid training sessions in February and March, all eight events, and 1.5 hour briefing meetings the week before each event is mandatory. Paid \$20/hour, approximately 11 hours per month.

### **Responsibilities**

#### Event Support

- Assist with set up and breakdown of information booths including tents, tables, materials, any other equipment, and trash cleanup
- Assist with loading/unloading supplies from storage unit
- Safely create the street closure by leading volunteers setting up and breaking down barricades, signage and A-frames on the route.
- Help direct sponsors and program partners to their designated spaces
- Monitor route, troubleshoot and communicate any issues that arise

#### Outreach and engagement

- Answer questions regarding the event
- Lead volunteers in outreach efforts to solicit new volunteers, donors, and supporters and sell merchandise
- Manage data collection at events by leading volunteers in tasks such as participant surveys, participant counts, and other activities

#### Volunteer Support:

- Over-see and support volunteer check-in process
- Train volunteers on event tasks
- Lead volunteer orientation
- Provide guidance, support, and appreciation to volunteers
- Work closely with Lead Volunteers to complete tasks throughout the day

### **Requirements**

- Must be at least 18 years of age
- Familiarity with the goals and vision of Sunday Streets
- Detail-orientated with strong organizational and project management skills

- Ability to work effectively with a wide variety of individuals, including volunteers, staff, partners, and members of the public
- Volunteer management and engagement experience
- Community outreach and engagement experience
- Strong go-getter attitude and ability to work independently; self-motivated and trustworthy
- Capable of physically demanding work, ability to stand for 4+ hours, lift 25 lbs
- Own and be able to ride a bicycle.
- Problem-solving skills; calm under pressure; flexible attitude
- Identify and respond to emergencies according to protocol

**To apply:**

Send resume, letter of interest, and two references to [HR@livablecity.org](mailto:HR@livablecity.org) with 'Sunday Streets Event Staff' in the subject line. Please indicate where you saw the job posting.