



Greetings from Fairytale Town,

Fairytale Town is a 2.5 acre nonprofit outdoor children's literacy museum. Our mission is to help promote the imagination, creativity and education of children. We offer a wide variety of programs throughout the year to our guests and the community. All of our programs are guided by, and dependent upon, the hard work and integrity of our volunteers. As such, Fairytale Town is always on the lookout for new volunteers!

We are looking for mature, dedicated, hard-working volunteers, both young and old, that would like to give back to their community. We ask prospective volunteers to please have a clear goal in mind and strive to achieve that goal whenever they give service. We strive to develop strong relationships with our volunteers, so they keep coming back year after year to renew their commitment to the community and to Fairytale Town. Volunteers are recognized for their hard work through our unique recognition program, **Star Volunteers**. We strive to retain our volunteers for several years through open communication, respect, regular recognition and by providing a safe and fun environment.

Currently we accept volunteers that are 13 years of age or older, sorry no exceptions. To become an active volunteer, you must first attend a mandatory volunteer orientation. Volunteer orientations are offered quarterly in January, April, July & October. Orientation details (such as date & time) are available for sign up after the online application has been fully completed & processed. All volunteer correspondence is conducted via email; all potential volunteers *must* have a current email address to volunteer with us.

In order to get started, please read the attached pages, here you will find details on the different volunteer programs we offer. Please read this packet, in its entirety, if you are considering volunteering with us. Once you have decided that you would like to join Fairytale Town's Volunteer Program please visit <http://btrr.im/mxwqn> and fill out the volunteer application online and create a profile. Once we receive your application, we will screen it, and if you are accepted into the program, your online profile will be upgraded so that you can sign up for the New Volunteer Orientation. After you've attended the New Volunteer Orientation your profile will be upgraded so that you can sign up for other opportunities. If you're interested in becoming a Volun-Teen or Summer Camp Teaching Assistant, please contact us to schedule an interview after you've filled out the online application.

If you have read through this packet and still have questions, please feel free to contact me directly.

Thank you for your interest in helping us make magic!

Sincerely,

A handwritten signature in black ink that reads "Sarah Thomas".

Sarah Thomas
Education & Program Manager - Fairytale Town
3901 Land Park Drive
Sacramento, CA 95822
916.808.7979
volunteers@fairytaletown.org



Volunteer Opportunities

Special Programs & Events

Volunteers can sign up to work many of Fairytale Town's special programs and events. Fairytale Town offers a wide variety of programs each year with exciting themes. Some special events are centered on approaching holiday seasons such as the classic and popular *Safe & Super Halloween*. Volunteer assignments are unique and are customized to meet the specific needs of each program/event. No job is too big or small, regardless of the assignment. Our volunteers take pride in the fact that they help create a magical memory for our guests. All volunteer assignments are given out on the day of the program on a first come, first serve basis, no exceptions. This policy helps us be fair to the growing number of volunteers that work with us. Samples of the types of assignments offered are listed below:

Costumed Characters
Greeters
Stage Hand

Maintenance
Animal Patrol
Leaf Raking

Arts & Crafts
Storytelling
Games

In order to sign up for an opportunity a volunteer must be able to work the entire shift listed on the recruitment announcement. Some of our larger events such as the *Children's Book Festival* can have a shift that equals a total of eight hours, 9AM – 5PM. We recommend that volunteers bring a brown bag lunch or lunch money so that they may purchase lunch at our Dish & Spoon Café. Volunteers receive a 30 percent discount on items purchased at the Dish & Spoon Café when they volunteer. A volunteer support station is typically set up behind Farmer Brown's Barn with snacks, veggies and water for volunteers to have during breaks. There is no limit to the amount of breaks a volunteer can take during a special event, but a volunteer may never leave a station unattended. Special event volunteering is our most popular program. Our volunteers realize that though it is hard work, it is very rewarding when the event has ended, and volunteer hours are well earned.

On-Demand

Volunteers can sign up to volunteer on a regular basis when the park is open to the public. *On-Demand Volunteering* lets a volunteer give their time to the park when they are available. These shifts are organized into a maximum of three hour shifts and only two or three volunteers are allowed to sign up per shift. Typically there are two shifts offered each day, 11AM – 2PM & 1PM – 4PM. Volunteer assignments on non-event days vary with the needs of the park on that particular day, a sample of the type of assignments offered during an *On-Demand* shift are listed below:

Costumed Characters
Event Prep
Stage Hand

Maintenance
Arts & Crafts
Games

Raking Leaves
Animal Patrol
Storytelling



Since *On-Demand* Volunteering shifts are a maximum of three hours, volunteers are encouraged to bring a snack with them or money to purchase a snack at our Dish & Spoon Café or vending machines. Volunteers receive a 30 percent discount on items purchased at the Dish & Spoon Café when they volunteer. Volunteers are able to take breaks freely during *On-Demand* volunteering shifts but no break may exceed the amount of fifteen minutes. *On-Demand* volunteering shifts are most popular during the winter and summer seasons but are offered year round. Please note *On-Demand* shifts are scheduled upon availability and blackout dates apply.

The Volun-Teen Program

Volunteers between the ages of 13 and 18 can sign up for the *Volun-Teen Program*. The *Volun-Teen Program* requires a volunteer to commit to a minimum of three hours a week at Fairytale Town each week for three months. This program is set up to teach young adults how to inspire and educate children in the arts, cultural and literary programming, all while learning introductory job skills that will make them more prepared to enter the workforce. *Volun-Teens* meet once a month to outline their availability and create monthly schedules for themselves. They learn necessary job skills by having the responsibility of “clocking” in and out for each shift on their own and will learn how to follow the “chain of command” to obtain their daily duties and assignments. *Volun-Teens* are also given uniform T-Shirts and a dress code that they must follow during their shift. A **sample** of the typical job duties of a *Volun-Teen* are listed below:

Theater Assistant	Arts & Crafts	Office Assistant
Animal Assistant	Maintenance Assistant	Event Prep
Inventory & Organization	Theater Usher (apron-cashier)	Computer Tasks

The goal of the *Volun-Teen Program* is to teach young adults the responsibilities of having a job and equip them with the experience they need to go out and obtain a job in the Recreation/Community Services field. *Volun-Teens* track their hours by clocking in and out for their shifts to make sure they have met their hour requirements for the session. Once the three-month session has expired, *Volun-Teens* can sign on for another session, or opt out of the program.

Since it began, the *Volun-Teen* program has developed a waiting list. In order to be placed on the waiting list a volunteer must already have attended New Volunteer Orientation and be active with us. When spots in the program open, volunteers on the waiting list are invited to participate in a competitive screening process, similar to a traditional interview process. Based on their interview scores, new *Volun-Teens* are selected and invited to join the program. The *Volun-Teen* program requires a volunteer to maintain a GPA of 2.0 or higher in order to be considered for a spot in the program.

The Summer Camp Teaching Assistant Program

Volunteers are needed to help in the Fairytale Town Summer Camp “classroom” assisting the teacher with set up and clean up and facilitating hands-on activities. Feel good knowing you’ve made a contribution in promoting the imagination, creativity, and education of children, learn new activities, develop marketable skills for future career opportunities, meet new people, receive documentation of training and hours of service completed. The time commitment is 8:30 a.m. to 12:30 p.m. or 12:30 to 4:30 p.m. **daily** (Monday-Friday) for **at least 2 weeks** between June 13 to August 12, 2016 plus a 1.5 hour Orientation and a 3 hour Volunteer Training. The weeks do not need to be consecutive. If interested in becoming a Summer Camp T.A. please contact us to schedule an interview.



What Happens Next?

Now that you are acquainted with the three different programs Fairytale Town has to offer, please take a moment to decide which program(s) interest you and if you will be able to meet the needs required for that program. If you feel you are a qualified candidate for our programs please visit our "Better Impact" website <http://btrr.im/mxwqn> and create a profile and fill out an application online (we do not take paper applications any longer). Minors must also submit the Minor Volunteer Permission Form which is available on our website prior to volunteering. Incomplete online applications will not be processed, please fill them out completely.

Username: _____

Password: _____

Please write down your username and password! You will need it to sign up for future volunteer opportunities. **Unfortunately at this time Fairytale Town cannot accept Volunteers within the court system.**

Once your submitted application is received we will process it and you can sign up for the New Volunteer Orientation. Remember Volunteer Orientations are offered quarterly in, January, April, July & October. After you attend orientation more opportunities will become visible for you to sign up for. If interested in the Volun-Teen or Summer Camp T.A. programs please contact us to schedule an interview.

All volunteer correspondence is conducted via email, therefore it is critical that you have a current and valid email address in order to receive and sign up for Fairytale Town's opportunities.

Once again, thank you for your interest in helping us make magic. I look forward to hearing from you soon.

Other Sacramento-Area Volunteer Resources:

City of Sacramento - sacvolunteers.org

Volunteer Center of Sacramento - volunteersac.org

The Sacramento Zoo - saczoo.org

Sacramento Food Bank & Family Services - sfbs.org

Hands On Sacramento - handsonsacto.org