



— UNITED MINISTRIES —

# FALL FESTIVAL

VOLUNTEER ROLES & OPPORTUNITIES

FRIDAY, OCTOBER 24TH

EVENT TIME: 5:30-7:30PM

UNITED MINISTRIES PUCKETT CENTER FOR ECONOMIC MOBILITY

503 VARDRY STREET, GREENVILLE, SC 29601

## EXPECTATIONS FOR ALL ROLES

**Understand the Role:** Know your specific duties, time commitment, and who to report to.

**Be a Team Player:** Show up on time, listen to others, contribute to a positive environment, and collaborate with your team. A positive attitude and flexibility are key, as tasks may shift based on needs.

**Communicate Effectively:** Ask questions when unsure, share your thoughts respectfully, and provide feedback when asked.

**Be Respectful:** Treat everyone you encounter with compassion and a non-judgmental attitude.

**Use Your Skills:** Apply your talents to the tasks you are given, but also be open to learning new things.

**Maintain Confidentiality:** Keep any sensitive or proprietary information private as instructed by the organization.

**Stay Safe:** Wear comfortable clothing and be prepared to lift life to moderate items.

**Have Fun!** As a representative of United Ministries, we hope you are able to enjoy your time volunteering and engaging with our wonderful community.

TO VOLUNTEER SCAN THE QR CODE

[United-Ministries.org/fall-festival](https://United-Ministries.org/fall-festival)

Or contact Quiwana James at  
[volunteers@united-ministries.org](mailto:volunteers@united-ministries.org) | 864-233-6602





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## HOST A TRUNK

We're looking for fun, festive volunteers to host a trunk at our upcoming Fall Festival & Trunk or Treat event! Decorate your vehicle's trunk in a kid-friendly theme and help create a magical experience for families in our community.

You're welcome to display your name or business logo with your trunk—it's a great way to show your community spirit!

Get creative with your decorations—costumes are encouraged too!

### Trunk Host Expectations:

- Please plan to provide candy or small treats for approximately 100 kids.
- Trunks need to be fully ready by 4:30pm in the Puckett Center Lower Parking Lot (503 Vardry Street, Greenville, SC 29601)
- An adult over 18 years old should plan to be present with the trunk for the duration of the event. We will provide 2 chairs for trunk hosts, and you are invited to bring lawn chairs if you have more hosts.

## Sign Up To Host A Trunk



[United-Ministries.org/trunk-host](https://United-Ministries.org/trunk-host)

Or contact: Quiwana L. James  
[volunteers@united-ministries.org](mailto:volunteers@united-ministries.org)

864.233.6602



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## EVENT VOLUNTEER ROLES

### Activities & Games

4:30 - 7:30PM



Volunteers will be assigned 1-2 games or activities that they will manage during the event. Volunteers will invite children to play, teach rules, and encourage engagement. All activities will take place in the Activities Lot, United Ministries Puckett Center located at 503 Vardry St.

### All-Hands / General

4:00 - 7:30PM



Stationed throughout the event, All-Hands volunteers are willing to assist with a variety of roles including the check-in table, setup/cleanup, information and raffles, and more!

### Trunk or Treat Helpers

4:00 - 7:30PM



These volunteers will oversee the entire trunk or treat setup, help participants find their spots, solve on-site issues, and ensure safety guidelines are followed. They will monitor flow, assist with crowd control, communicate with volunteers, and help with cleanup after the event.

### Parking & Route

4:00 - 7:30PM



Volunteers will help direct traffic and assist guests in finding parking. They will ensure vehicles are parked safely and efficiently, manage traffic flow, and answer basic questions. Volunteers should remain alert, wear safety vests, and maintain clear communication to help provide a safe and welcoming arrival experience.