

KNIGHTS OF COLUMBUS COUNCIL 13467

Parking Support For

2017 Pungo Strawberry Festival



Position

Description

Chairman ¹

Makes plans and disseminates them. Recruits volunteers. Organizes parking operations, trains key volunteers, and supervises the execution of the project.

Co-Chairman ²

Assists the Chairman in his duties. Assists Crew leader with, and escorts him during, if money turn-ins are required.

¹ Crew Leader Shift ³

Is familiar with plan of execution, all project job descriptions, places volunteers on positions, coordinates necessary adjustments in crew operations, supervises money collections and prepares cash for turn-in every hour.

² Arrival Traffic Director 1 ⁴

Positioned at entry gateway for VBMP where cars turn off from Indian River Road, with a **Red Flag**. Monitor VBPD actions. Remind VBPD to prevent busses, large RVs, and any other oversized vehicles (ie, larger than 2 1/2 Ton pickup truck) from turning in to the VBMP drive way.

³ Arrival Traffic Director 2

Positioned between the road and the slight RH turn in driveway. Directs cars after they turn in off road to proceed down driveway towards money collection. Uses **counter** to count cars entering the parking area.

⁴ Money Collector 1 ⁵

Positioned at the head of LH lane of traffic coming through money collection, wearing Council apron, collects parking fee and directs cars to move forward to the corner turn point.

⁵ Money Collector 2

Positioned at the head of RH lane of traffic coming through money collection, wearing Council apron, collects parking fee and directs cars to move forward to the corner turn point.

⁶ Money Collector 3

Positioned second in the LH lane of traffic coming through money collection, wearing Council apron, collects parking fee and directs cars to move forward to the corner turn point.

⁷ Money Collector 4

Positioned second in the RH lane of traffic coming through money collection, wearing Council apron, collects parking fee and directs cars to move forward to the corner turn point.

⁸ Arrival Traffic Director 3

Positioned at the first gate to Field 2 with a **Red Flag**, directs cars down the driveway behind the trees to Lot 1 until it is filled. When Lot 1 is full he will direct cars through the gate beside him to lot 2.

⁹ Arrival Traffic Director 4 ⁶

Positioned at gate to Field 1 with a **Red Flag**, directs cars to the first aisle parking director in the parking team. When Field 1 is full and Field 2 begins to be filled, asks approaching Driver "Are you arriving or departing and give directions accordingly.

10 Parking Field/Lot Leader ⁷	Positioned in Field/Lot 1 or 2 as required, organizes and directs parking directors on where parking will commence and how it will proceed to fill the lot. ADjusts parking directors locations between fields as required. Responsible for the correct spacing between cars and between rows. <u>Enforces "NO BACKING IN" policy. Responsible to ensure all cars can get out of the space and lot when they are ready to leave.</u>
11 Parking Flow Director 5	Positioned in Lot 1 after entry gate to control traffic flow and direct cars to area in the field that they will be parked, or to the Exit
12 Parking Aisle Director 6	Positioned in Lot 1 or 2 as last aisle director before turning director. Responsible to ensure line of cars approaching is far enough in aisle to make a safe, easy turn to park.
13 Parking Space Turn Director 7	Positioned in Lot 1 or 2 so as to direct cars to turn into the space provided and follow the alignment directors guidance.
14 Parking Alignment Director 8	Positioned in Lot 1 or 2 as directed and directs cars as they turn into parking space to get proper distance between cars both laterally and front and rear. <u>Is responsible for ensuring car is completely in parking space and can get out without banging doors.</u>
15 Parking Aisle Director A9	Positioned in Lot 1 or 2 as last aisle director before turning director. Responsible to ensure line of cars approaching is far enough in aisle to make a safe, easy turn to park.
16 Parking Space Turn Director A10	Positioned in Lot 1 or 2 so as to direct cars to turn into the space provided and follow the alignment directors guidance.
17 Parking Alignment Director A11	Positioned in Lot 1 or 2 as directed and directs cars as they turn into parking space to get proper distance between cars both laterally and front and rear. <u>Is responsible for ensuring car is completely in parking space and can get out without banging doors.</u>
18 Departure Traffic Director A12 ⁹	Positioned at the exit gate of Lot 1 and gets cars attention to direct them towards the exit route. Uses SLOW/STOP Sign to regulate orderly traffic flow and protect pedestrians crossing the traffic departure route.
19 Departure Traffic Director A13	Positioned on the south end of the Storage Lot drive with a SLOW/STOP Sign to direct and regulate traffic to the north end of the drive way. <u>Responsible for protecting pedestrians crossing the traffic departure route.</u>
20 Departure Traffic Director A14	Positioned at the culvert crossing with a SLOW/STOP Sign to direct cars across the culvert at a slow speed and veer left to cross the paddock to the next director.