



**IMPORTANT NOTICE:**

There have been ***significant changes*** in Indian Market Week Schedule for 2010, including:  
 Art Receiving is on Wednesday; Judging is on Thursday;  
 and there is a full day of Preview events scheduled for Friday.

### Personal Information

Name		Are you 16 years old or older? (Minors must work under the supervision of their parent/guardian or organizational leader's supervision.) Yes      No
Street Address		
City		T-Shirt: one per volunteer (please, even if you work multiple shifts!)  T-Shirt Size Preference:  Small      Medium      Large  X-Large      XX-Large      XXX-Large  We will do our best to provide a T-shirt in the size you have indicated if we have received your information by <b><u>June 4, 2010.</u></b>
State		
Zip-Code		
Home Phone		
Work Phone		
E-Mail Address		
Are You a SWAIA Member? <b>(Members are given assignment preference)</b>	SWAIA Membership makes <i>so much</i> possible! Yes      No  Please send me information on membership for SWAIA Volunteers	

**Become a member today!**  
 Membership provides you special access and invitations to SWAIA programs, events and opportunities available only to members. More importantly, your membership gift sustains the growing, year around education programs of SWAIA. For more information, contact Linda Off at loff@swaia.org or 505-983-5220 ext 232.

### Volunteer Experience

Have you volunteered for Santa Fe Indian Market activities before?	Yes	No
If Yes, how many years?	What positions?	
Are you fluent in any other languages?	Yes	No      What language?
Do you have any special skills or qualifications that you think we should be aware of?		
Do you have a specific placement request (i.e. working with a specific art classification or other volunteer?)		

### Person to Notify in Case of Emergency

Name	
Home Phone	
Cell Phone	
Relation	

Do you need any special accommodations in order to perform your volunteer duties?

## Volunteer Position Preferences

- Volunteer positions that have direct contact with our artists and their art works require attendance at provided training sessions and adherence to SWAIA procedures.
- Many Indian Market positions require standing/walking for long periods of time and the ability lift up to 20 lbs.
- Please read all job descriptions at the end this application before indicating your preferences below.

**Various Dates in July and August:** Please check below if you would be interested in assisting the SWAIA Staff in a variety of preparation activities that occur **before** Indian Market Week.

Morning	Afternoon
<u>9:00am to 12:00pm</u> <b>General Indian Market Preparation</b> , various activities @ SWAIA office.	<u>1:00pm to 4:00pm</u> <b>General Indian Market Preparation</b> , various activities @ SWAIA office.

### Monday, August 16, 2010 INDIAN MARKET WEEK @ SWAIA Offices

Morning	Afternoon
<u>9:00am to 1:00pm</u> <b>General Indian Market Preparation</b> , various activities	<u>1:00pm to 5:00pm</u> <b>General Indian Market Preparation</b> , various activities

### Tuesday, August 17, 2010 INDIAN MARKET WEEK @ SWAIA Offices

Morning	Afternoon
<u>9:00am to 1:00pm</u> <b>General Indian Market Preparation</b> , various activities	<u>1:00pm to 5:00pm</u> <b>General Indian Market Preparation</b> , various activities

### Wednesday, August 18, 2010 AWARDS PROGRAM - ART RECEIVING ACTIVITIES @ Convention Center

Morning	Afternoon	Late Afternoon – Evening
<u>10:00am to 12:00pm</u> <b>MANDATORY TRAINING For all Receiving Activities to the Right.</b>  <b>You must attend this training to be allowed to participate in these assignments including the later afternoon shift.</b>	<u>1:00pm to 4:30pm</u> <b>Artist Information/Check-In</b> (Training at 10am is required)	<u>4:00pm to 8:00pm</u> <b>Artist Information/Check-In</b> (Training at 10am is required)
	<u>1:00pm to 4:30pm</u> <b>Entry Receiver</b> (Training at 10am is required)	<u>4:00pm to 8:00pm</u> <b>Entry Receiver</b> (Training at 10am is required)
	<u>1:00pm to 4:30pm</u> <b>Entry Form Filers/Assistants</b> (Training at 10am is required)	<u>4:00pm to 8:00pm</u> <b>Entry Form Filers/Assistants</b> (Training at 10am is required)
	<u>1:00pm to 4:30pm</u> <b>Artist Form Assistant</b> (Training at 10am is required)	<u>4:00pm to 8:00pm</u> <b>Artist Form Assistant</b> (Training at 10am is required)
	<u>1:00pm to 4:30pm</u> <b>Receiver Assistants/Art Handlers</b> (Training at 10am is required)	<u>4:00pm to 8:00pm</u> <b>Receiver Assistants/Art Handlers</b> (Training at 10am is required)
<u>9:30am to 1:00pm</u> <b>Volunteer Check In/Event Info/Membership Info</b>	<u>12:30pm to 4:00pm</u> <b>Volunteer Check In/Event Info/Membership Info</b>	<u>3:30pm to 8:00pm</u> <b>Volunteer Check In/Event Info/Membership Info</b>
<u>10:00am to 3:00pm</u> <b>Merchandise Booth Set-Up &amp; Sales</b>	<u>3:00pm to 8:00pm</u> <b>Merchandise Booth Set-Up &amp; Sales</b>	<u>7:00PM TO 10:00PM</u> <b>Painting &amp; 2-D Art Work Installation Crew</b>
	<u>1:00pm to 5:00pm</u> <b>Art Donation Receiving</b>	<u>5:00pm to 8:00pm</u> <b>Art Donation Receiving</b>
	<u>1:00pm to 5:00pm</u> <b>Art Donation Data Entry</b>	<u>5:00pm to 8:00pm</u> <b>Art Donation Data Entry</b>

**Thursday, August 19, 2010**

AWARDS PROGRAM – JUDGING ACTIVITIES @ Convention Center

Morning	Afternoon	Late Afternoon – Evening
7:00am to 4:00pm <b>Recorder</b> (Must Work Complete Shift, includes Mandatory Training Session)		
7:00am to 4:00pm <b>Recorder Assistant</b> (Must Work Complete Shift, includes Mandatory Training Session)		
7:00am to 4:00pm <b>Awards Record Keeper</b> (Must Work Complete Shift, includes Mandatory Training Session)		
7:00am to 4:00pm <b>Ribbon Coordinator</b> (Must Work Complete Shift, includes Mandatory Training Session)		
7:00am to 4:00pm <b>Judging Team Assistant</b> (Must Work Complete Shift, includes Mandatory Training Session)		
7:00am to 4:00pm <b>Judging Runner</b> (Must Work Complete Shift, includes Mandatory Training Session)		
6:30am to 11:00am <b>Volunteer Check In/Event Info/Membership Info</b>	11:00am to 4:00pm <b>Volunteer Check In/Event Info/Membership Info</b>	
9:00am to 1:00pm <b>Merchandise Sales</b>	1:00pm to 4:00pm <b>Merchandise Sales</b>	
9:00am to 1:00pm <b>Artist Services Info</b>	1:00pm to 4:00pm <b>Artist Services Info</b>	

**Friday, August 20, 2010**

PREVIEW ACTIVITIES @ Convention Center

**PLUS** INDIAN MARKET SET-UP ACTIVITIES

Morning – Early Afternoon	Late Afternoon - Evening	Late Evening
11:00pm to 3:30pm <b>Volunteer Check In/Event Info</b>	3:30pm to 8:30pm <b>Volunteer Check In/Event Info</b>	
10:30pm to 4:00pm <b>Merchandise Sales and Set-up</b>	4:00pm to 9:30pm <b>Merchandise Sales</b>	2:30PM TO 11:00PM <b>Artist Booth Sign Hanging Crew on Plaza (Meet at Convention Ctr.)</b>
11:00pm to 4:00pm <b>Preview Ticket &amp; Membership Sales</b>	4:00pm to 9:00pm <b>Preview Ticket &amp; Membership Sales</b>	
	3:30pm to 8:30pm <b>Silent Auction Art Table Hosts</b> (Includes training session)	
	4:30pm to 9:00pm <b>Silent Auction Cashiers &amp; Gift Wrap</b>	
	4:30pm to 8:00pm <b>Poster Signing w/Poster Artist</b>	
	4:00pm to 8:30pm <b>Preview Greeters &amp; Traffic Control</b>	
	3:45pm to 9:00pm <b>Preview Art Table Hosts</b> (Includes training session)	

“Volunteerism is a hallmark of the organization; the Association in its first days was wholly made up of volunteers in its successful defense of Native land and water rights. The Volunteer Program remains as our oldest pathway to serving Native artists and Indian Market.”

Bruce Bernstein, Executive Director

**Saturday, August 21, 2010** *Indian Market Activities*

Early Morning	Morning	Afternoon	Late Afternoon – Evening
4:30am to 8:30am <b>Awards Artist Art Return @ Convention Center</b>	6:00am to 12:00pm <b>Volunteer Check In/Event Information</b>	12:00pm to 5:00pm <b>Volunteer Check In/Event Information</b>	Please See Gala Event Live & Silent Auction Below for Saturday Evening Positions
	6:00am to 12:00pm <b>Artist Services Booth</b>	12:00pm to 5:00pm <b>Artist Services Booth</b>	
	7:00am to 1:00pm <b>Artist Booth Checkers/Runners</b>	1:00pm to 5:00pm <b>Artist Booth Checkers/Runners</b>	
	6:30pm to 12:00pm <b>Merchandise Sales</b>	11:30pm to 5:00pm <b>Merchandise Sales</b>	

**I Am Flexible and Available Where the Need is Greatest**

**Saturday, August 21, 2010** *GALA EVENT - LIVE & SILENT AUCTION ACTIVITIES @ La Fonda Hotel*

	Late Afternoon – Evening	
Times shown for each position include a mandatory training session.	3:30pm to 9:30pm	<b>Gala Event Guides/Information</b>
	3:30pm to 9:30pm	<b>Gala Event Ballroom Greeters</b>
	4:30pm to 9:30pm	<b>Gala Art Table Hosts</b>
	4:00pm to 7:30pm	<b>Gala Registration</b>
	4:30pm to 9:30pm	<b>Gala Auctioneer Helpers &amp; Spotters</b>
	3:15pm to 7:30pm	<b>Gala Silent Auction Table Hosts</b>
	4:30pm to 9:30pm	<b>Gala Auction Cashiers</b>
	5:30pm to 9:30pm	<b>Gala Art Handlers @ Cashiers Table</b>

**Sunday, August 22, 2010** *NATIVE AMERICAN CLOTHING CONTEST ACTIVITIES @ PLAZA*

	Morning Only	
	6:45am to 8:30am	<b>Volunteer Check In @ Plaza</b>
	7:00am to 1:00pm	<b>Stage Set-Up &amp; Contestant Line-Up</b>
	7:00am to 9:00am	<b>Contestant Registration</b>
	8:00am to 1:00pm	<b>Awards Record Keeper</b>

“Indian Market has become of week of extraordinary events conveying the full spectrum of Native arts and culture. It is an exhilarating time and being part of it is a very special privilege for all of us.”

Bruce Bernstein, Executive Director

**Sunday, August 22, 2010** Indian Market Activities

	Morning	Afternoon	
	7:00am to 12:00pm <b>Volunteer Check In/Event Information</b>	12:00pm to 5:00pm <b>Volunteer Check In/Event Information</b>	<b>Please See Gala Live &amp; Silent Auction Below for Saturday Evening Positions</b>
	7:00am to 12:00pm <b>Artist Services Booth</b>	12:00pm to 5:00pm <b>Artist Services Booth</b>	
	8:00am to 1:00pm <b>Artist Booth Checkers/Runners</b>	(no afternoon session)	
	7:30am to 12:30pm <b>Merchandise Sales</b>	12:00pm to 5:30pm <b>Merchandise Sales</b>	

**I Am Flexible and Available Where the Need is Greatest**

**Agreement and Signature**

I have read and acknowledge the **Volunteer Code of Conduct** below:

As a volunteer of SWAIA's Santa Fe Indian Market and related activities, I promise:

- To recognize my commitment and responsibility to my volunteer assignment(s), **to attend all required trainings**, and to show up on time for my scheduled assignment(s).
- To accept the scope of work of each assignment that I have accepted with an open mind and willingness to work with other staff and volunteers toward a successful outcome.
- To **NOT** use photo, audio or video recording equipment during volunteer activities unless given the expressed permission of SWAIA.
- To wear identification badges and other required identifying clothing during my volunteer assignment. Clothing will be suitable for the work assignment and will not display offensive or objectionable material.
- To safe guard all **confidential information** that includes all proprietary and privileged information related to my volunteer position and to not share such information with ANYONE without permission of SWAIA.
- I acknowledge that I am physically able to carry out the tasks I have indicated.
- To adhere to the rules and procedures provided to me in my training for my volunteer assignment.
- To accept constructive feedback from my supervisor that will enable me to do the best job possible.
- To treat other volunteers, supervisors, staff, SWAIA artists and the general public with dignity and respect. I make a commitment to be nonjudgmental about cultural differences, living conditions and the life-style of each person with whom I work.
- To avoid conflict and to work toward peaceful resolutions of differences of opinion.
- To avoid profane and abusive language and disruptive behavior that may be hurtful to others.
- To **NOT** possess or use any illegal drugs or engage in any illegal activity allowed during active volunteer service.

I realize that a failure to perform my assignment in a satisfactory manner or the failure to adhere to the **Volunteer Code of Conduct** may cause me to be dismissed from my volunteer duties.

Signature:

Date:

**SWAIA's Equal Opportunity Policy**

It is the policy of SWAIA to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Please Mail you form to: **SWAIA Volunteer Program, P.O. Box 969, Santa Fe, NM 87504**

Or Fax your form to: 505.983.7647 You can also fill out your form online [www.swaia.org](http://www.swaia.org).

Questions? **Please call Gomeo Bobelu, Volunteer Liaison at 505.983.5220, ext. 236**

# 2010 INDIAN MARKET VOLUNTEER Job Descriptions

AWARDS PROGRAM--- ART RECEIVING		
Artist Services Info/Check-In	Entry Receiver	Receiving Assistants/Art Handlers
<ul style="list-style-type: none"> <li>- Greeting and checking-in artists before they submit art for Judging. (Ensure eligibility.)</li> <li>- Assist artists with preliminary information on entry form and proper classification of their art.</li> <li>- Provide general information on daily events and timelines for pick-up, entries, etc.</li> <li>- <u>Requirements</u> – Standing for longer periods of time may be necessary, some sitting. Must love SWAIA artists and their families and a fast paced atmosphere.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist artists submitting entries for Judging. Knowledge of SWAIA’s art classifications, and familiarity with the art categories for proper placement.</li> <li>- <u>Qualifications</u> – PRIOR EXPERIENCE REQUIRED</li> <li>- <u>Requirements</u>– Must be able to sit for considerable lengths, have legible handwriting, art handling experience. Must love SWAIA artists and their families and a fast paced atmosphere!</li> </ul>	<ul style="list-style-type: none"> <li>- Greeting artists with larger works of art</li> <li>- Assist artists with bringing art to check-in and onto the judging floor</li> <li>- <u>Requirements</u> – Art handling experience/training, considerable walking, standing, lifting.</li> </ul>
Entry Form Information Assistant	Entry Form Filers	Artist Greeters & Traffic Control
<ul style="list-style-type: none"> <li>- Assist artists with preliminary information on entry form and proper classification of their art.</li> <li>- <u>Requirements</u> – Standing for longer periods of time may be necessary, some sitting. Must love SWAIA artists and their families and a fast paced atmosphere!</li> </ul>	<ul style="list-style-type: none"> <li>- Filing entry forms of the art submitted for judging. 2-person team</li> <li>- <u>Requirements</u> – Accuracy, detail oriented, considerable lengths of sitting.</li> </ul>	<ul style="list-style-type: none"> <li>- Greet artists and ensure completion of necessary forms, give general information</li> <li>- Assist with traffic flow through the receiving process</li> <li>- <u>Requirements</u>– Standing for longer periods of time may be necessary, some sitting. Must love SWAIA artists and their families and a fast paced atmosphere!</li> </ul>
Art Return	Art Installation Crew	Artist Donation Receiving/Data Entry
<ul style="list-style-type: none"> <li>- Return artwork to Market artists. Art handling experience/training desired.</li> <li>- <u>Requirements</u>– Art handling training/experience. Standing for longer periods of time may be necessary, some sitting. <b>Shift is 4am-8am.</b></li> </ul>	<ul style="list-style-type: none"> <li>- Hanging 2-D artwork for Judging. Under direction of SWAIA staff &amp; Receiving Chair. Art handling experience required.</li> <li>- <u>Requirements</u> – Considerable walking, standing, lifting, use of hand tools.</li> </ul>	<ul style="list-style-type: none"> <li>- Greet Artists and assist with completion of donation forms, record biographical information, and transport art items as necessary.</li> <li>- Assist with data entry as needed.</li> <li>- <u>Requirements</u>– Prefer art-handling experience. Some standing and lifting.</li> </ul>
AWARDS PROGRAM---JUDGING		
Recorder	Awards/Record Keeper	Judging Runners
<ul style="list-style-type: none"> <li>- Record award information and ribbon assignments on tally sheets</li> <li>- <u>Requirements</u> – Considerable walking and standing. <b>PRIOR EXPERIENCE REQUIRED</b></li> </ul>	<ul style="list-style-type: none"> <li>- Document awards as decisions are submitted. Attention to detail and accuracy, filing and computer skills are required.</li> <li>- <u>Requirements</u> – Must be able to sit for considerable lengths and have legible handwriting.</li> </ul>	<ul style="list-style-type: none"> <li>- Running errands or general troubleshooting.</li> <li>- Providing supplies to the Judging teams.</li> <li>- <u>Requirements</u> – Alternate sitting, walking, lifting and carrying.</li> </ul>
Recorder Assistant	Ribbon Coordinators	Judging Team Assistant
<ul style="list-style-type: none"> <li>- Assist recorder with award information recording.</li> <li>- <u>Requirements</u> – Considerable walking and standing. <b>PRIOR EXPERIENCE PREFERRED</b></li> </ul>	<ul style="list-style-type: none"> <li>- Assemble, track and hand out appropriate ribbons for each award. Highly organized.</li> <li>- <u>Requirements</u> – Sitting for considerable lengths. <b>PRIOR EXPERIENCE PREFERRED</b></li> </ul>	<ul style="list-style-type: none"> <li>- Providing support to the Judging teams with a variety of tasks.</li> <li>- <u>Requirements</u> – Alternate sitting, walking, lifting and carrying.</li> </ul>

**--- SILENT & LIVE AUCTIONS---**

Silent Auction Art Table Hosts	Silent & Live Auction Art Handlers	Silent Auction Cashiers
<ul style="list-style-type: none"> <li>– Welcome guests to art display tables, answer questions, maintain safe distance between guests and promote art sales.</li> <li>– <u>Requirements</u> – Preferred knowledge of Native arts &amp; jewelry, standing for several hours.</li> </ul>	<ul style="list-style-type: none"> <li>– Arrange purchased artwork at pick-up table verifying payment &amp; working with Cashiers &amp; Director of Admin/Finance</li> <li>– Needed for Gala Silent &amp; Live Auction (Saturday evening)</li> <li>– Provide complementary gift wrap.</li> <li>– <u>Requirements</u> – Considerable walking and standing. Prefer Art Handling exp. but will train at event if needed.</li> </ul>	<ul style="list-style-type: none"> <li>– Assist accounting staff with transactions. Requires past experience.</li> <li>– Will be selected by Financial Department.</li> <li>– <u>Requirements</u> – Requires accounting/bookkeeping/cash handling experience. Sitting for whole shift.</li> </ul>

**--- PREVIEW ---**

Information/Membership Sales	Preview Greeter	Poster Signing
<ul style="list-style-type: none"> <li>– Provide general event information.</li> <li>– Sell SWAIA memberships to guests wanting to attend Preview. Attention to detail and a quick learner. Shifts vary.</li> <li>– <u>Requirements</u> – Must have neat handwriting, prefer cash handling/credit card experience. Sitting for whole shift.</li> </ul>	<ul style="list-style-type: none"> <li>– Positioned at entrances to welcome, direct and guests. Direct the traffic flow. Must be politely firm. Shifts vary.</li> <li>– <u>Requirements</u> – Considerable walking and standing.</li> </ul>	<ul style="list-style-type: none"> <li>– Work with Poster Chair and Poster Artist in greeting SWAIA Members, receiving poster vouchers, wrapping posters, etc.</li> <li>– <u>Requirements</u> – Standing and some walking, bending, light lifting.</li> </ul>
Greeters/Ticket Check	Preview Helper	Preview Art Table Hosts
<ul style="list-style-type: none"> <li>– Ticket check at the entrance to the main room (Preview &amp; Sneak Preview)</li> <li>– <u>Requirements</u> – Considerable standing.</li> </ul>	<ul style="list-style-type: none"> <li>– Duties as assigned by the Preview Chair. Running errands or general troubleshooting.</li> <li>– <u>Requirements</u> – Considerable walking and standing.</li> </ul>	<ul style="list-style-type: none"> <li>– Welcome guests to art display tables/walls, answer questions, maintain safe distance between guests and art.</li> <li>– <u>Requirements</u> – Preferred knowledge of Native arts &amp; jewelry, standing for several hours.</li> </ul>

**--- GALA EVENT ---**

Gala Registration	Gala Guides/Information	Gala General Helpers/Runners
<ul style="list-style-type: none"> <li>– Welcome guests, verify seats and give guests auction catalogues &amp; bid numbers</li> <li>– <u>Requirements</u> – Requires sitting for whole shift and familiarity with Gala Auction procedures.</li> </ul>	<ul style="list-style-type: none"> <li>– Welcome guests and direct them to the location of the Gala activities which are on different floors at the La Fonda</li> <li>– <u>Requirements</u> – Considerable walking and standing</li> </ul>	<ul style="list-style-type: none"> <li>– Running errands or general troubleshooting for SWAIA staff or Gala Vol. Chair</li> <li>–</li> <li>– <u>Requirements</u> – Considerable walking and standing</li> </ul>
Live Auction Cashiers	Auction Spotters/Auctioneer Helpers	Live Auction Runners
<ul style="list-style-type: none"> <li>– Assist accounting staff with transactions. Requires past experience.</li> <li>– Will be selected by Financial Department.</li> <li>– <u>Requirements</u> – Requires accounting/bookkeeping/cash handling experience. Sitting for whole shift.</li> </ul>	<ul style="list-style-type: none"> <li>– Encourage bidding of art items up for auction. Scan the crowd to ensure all interested bidders are being seen.</li> <li>– <u>Requirements</u> – Standing for duration of the Live Auction, requires pre-Auction meeting with Auctioneer &amp; training, must have a sense of fun and excitement.</li> </ul>	<ul style="list-style-type: none"> <li>– Work the auction floor during the Live Auction staying with art pieces and/or bid sheets collecting bidder information.</li> <li>– <u>Requirements</u> – Standing &amp; swift walking for duration of the Live Auction, requires pre-Auction meeting with Auctioneer &amp; training, must have a sense of fun and excitement</li> </ul>

**--- INDIAN MARKET ARTIST SERVICES---**

Artist Booth Signs Hanging Team	Artist Booth Check	Artist Service Helpers/Runners
<ul style="list-style-type: none"> <li>– Placing artist ID cards on their booths. Training provided. Must be able to understand booth location maps.</li> <li>– <u>Requirements</u> – Considerable walking, standing, lifting and use of hand tools.</li> </ul>	<ul style="list-style-type: none"> <li>– Updating Artist Services on booth status. (Vacant, etc.).</li> <li>– <u>Requirements</u> – Considerable walking and standing outside.</li> </ul>	<ul style="list-style-type: none"> <li>– Assist Artist Services as needed with Artist communications.</li> <li>– <u>Requirements</u> – Considerable walking and standing outside. MUST love SWAIA artists.</li> </ul>

**--- INDIAN MARKET GENERAL DUTIES ---**

Volunteer Check-In/General Information (Multiple Events & Shifts & Locations)	Merchandise Sales & Booth Set-Up (Multiple Events& Shifts& Locations)	Banking Cashiers
<ul style="list-style-type: none"> <li>- Check-in Volunteers, answering questions and distributing volunteer information sheets, training materials, and aprons.</li> <li>- Distributing membership materials, &amp; Indian Market Magazines</li> <li>- Answering questions regarding artists, award winners and their locations.</li> <li>- <u>Requirements</u> – Standing, sitting, some lifting and bending.</li> </ul>	<ul style="list-style-type: none"> <li>- Sell SWAIA merchandise, organize inventory, and complete transactions.</li> <li>- Locations include Preview Event, Cathedral Park Booth, Plaza Booth</li> <li>- <u>Requirements</u> – Alternate walking, lifting and standing. Cashiers should have prior cash handling/credit card experience. Must love people and fast paced atmosphere.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist accounting staff with deposits and credit card transactions. Requires past experience.</li> <li>- Will be selected by Financial Department.</li> <li>- <u>Requirements</u> – Requires accounting/bookkeeping/cash-handling experience. References Required. Sitting for whole shift at Bank office.</li> </ul>

**--- NATIVE AMERICAN CLOTHING CONTEST ---**

Stage Set-Up and Contestant Line-Up	Contestant Registration	Awards Record Keepers
<ul style="list-style-type: none"> <li>- Set up Plaza Stage for Contest.</li> <li>- Assist NACC Coordinators to line up contestants and keep bystanders out of contestant areas.</li> <li>- <u>Requirements</u> – Standing and some bending and light lifting.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist Contestants/parents fill out registration form and hand out contestant numbers.</li> <li>- Requires basic knowledge of award categories</li> <li>- <u>Requirements</u> – Sitting, some standing, bending and light lifting.</li> </ul>	<ul style="list-style-type: none"> <li>- Keeping record of awards given, contestant numbers, etc and securely delivering results to SWAIA staff.</li> <li>- Help with collection &amp; filing of Contestant Registration Forms during contest.</li> <li>- <u>Requirements</u> – Standing for duration of the contest (about 4 hours), neat handwriting.</li> </ul>