



## **Geezer Pleezer Pre-Fair Coordinator**

Current leader: Cathy Piazza 541-270-0898 email: piazza11@msn.com

Job description: The Geezer Pre-Fair coordinator works closely with the Elder committee, Geezer On-site coordinator, other Elder volunteers, OCF Volunteers and Staff during the months pre-Fair. Plans the procurement (rental) of golf cart and insures timely delivery. Schedules Geezer drivers and Elder Central Dispatchers/Staffers who manage and drive the Geezer Pleezer (G-P) during Fair. Coordinates with the Geezer On-site Coordinator to hand off responsibility.

Benefits: Meet interesting folks, hear Elder stories, make Elders happy, be involved with coordination and get satisfaction from assuring a smooth-running operation. Qualifies for an Earned pass.

Qualifications: Valid driver's license, good people, communication, and organizing skills. Database and spreadsheet skills. Ability to coordinate with Fair staff and other volunteers.

Equipment needed: phone, computer, internet access and transportation.

Total volunteer hours: Approximately 60

How to get involved: Respond to a Call for Volunteers. Talk to the Geezer-Pleezer Pre-Fair Coordinator (Currently Jon Beer).

Duties: Starting around of the time of the Elders spring retreat: (usually March/April)

- Connect with Budget Manager to assure that there is an adequate budget for the G-P (golf cart) and process for reimbursement. Most recent costs have been \$500 per rental.
- Take responsibility for rental and confirm delivery. Assure that the golf cart has 4 seats, a new battery, and headlights. (see below for complete rental history)
- Assure two-way radios will be available and know how to use them. Paxton Hoag has helped organize this in the past.
- Recruit drivers and Dispatcher/Staffers:
  - Contact previous volunteers to see if they want to sign up again.
  - Recruit new staff: Create and distribute recruitment flyer for newsletter, listserv, Facebook, pass request letter and Fair Family news. (See Driver and Dispatcher/Staffer job descriptions)
  - In 2019 an on-line signup app was used very successfully: Signupgenius.com.
- Make list of all drivers' names, dob, license number and expiration date and turn it in to OCF Fair secretary prior to the Fair. This information allows for coverage by the insurance policy. If the list is reasonably complete two weeks before Fair, it can be emailed to the secretary at the OCF Office. Otherwise, deliver a printed copy directly to the Ware barn.
- Find the old signs and contact sign makers to make new signs, as necessary.
- Make sure there is a white board for the driver and dispatcher schedules.
- Make a laminated copy of driver rules (see Geezer rules) to keep in the Geezer.

#### Week of Fair:

- Coordinate with Geezer On-Site Coordinator for smooth transition. Once up to speed, turn the job over to this person. (starts Tuesday of Fair week)
- Assure golf cart arrives and is the right one. (headlights, enough seats. Follow up as needed)
- Assure golf cart is decorated and headlights covered with red plastic sheets to reduce glare. Contact the Lead G-P Decorator. (Michele Thorn is the current Lead G-P decorator)
- Make sure charging station is set up and ready and that a small access road is maintained to the charging station. (behind yurt) May need to have some tree branches tied back/up.
- Set up white board with Driver schedule.
- Obtain paper copies (11x17) of the OCF Operations Map for drivers to use. (get from main camp). Also obtain good resolution PDF of map for Drivers to have on their phones. Can zoom in much better than paper map, especially helpful for Geezers' eyes. As of February 2021, maps (2019) are here: <https://ocfpathplanning.org/maps/mapindex.htm>
- Driver training: Schedule drivers for training. Take time to do a test drive with them. Make sure they drive slowly, 5mph, and that they are sober during their shift.  
Note: Much of Driver Training may take place during Fair.
- Sign off from Pre-Fair Coordinator to On-site Coordinator starts on Tuesday of Fair week. Remain available for questions or concerns.
- Submit receipts to Budget Manager for reimbursement.

#### Golf Cart acquisition contact info

- Action Golf Cars and Utility Vehicles
  - Contact Lewis Rucker
  - Email: [actiongolfcars1@gmail.com](mailto:actiongolfcars1@gmail.com)
  - Address: 2880 Elmira Street, Eugene 97402
  - 541-688-1181/fax 541-688-1411
  - They deliver and pick up.
- Quartermaster
- OCF QM Motor Pool using google form: <https://oregoncountryfair.us13.list-manage.com/track/click?u=4d5d04993031d42bafd48596c&id=7345a00cad&e=e0c602ec43>.
  - Contact person Mark Malaska [mark@oregoncountryfair.org](mailto:mark@oregoncountryfair.org)

6/3/2023