

Mental Elf 2025 Volunteer Roles



Without support from incredible volunteers, we would not be able to make our Festive Fun Run a success.

Thank you for showing your interest in becoming an Elf Volunteer!

We have various roles available, please see below for a brief description.

Volunteer Team Leader

- Support Event Managers by coordinating event volunteers, ensuring everyone is clear on their role
- Give all volunteers a friendly welcome on arrival and thank them for their time
- Give them their high vis vest and volunteer packs
- Explain overview of the day, their role, timings, arrange communication, answer any queries
- Encourage them to be in the festive spirit and enjoy themselves
- Direct them to the volunteer points
- Make them aware of where they can access refreshments
- Check in regularly with volunteers and advise when they can stand down

Route/event set up/take down

- Carry resources into the park
- Hang decorations and signage in the event area and along the route
- Put up event banners
- Set up gazebos, tables, chairs for registration and first aid areas
- Set up start/finish line area
- Dismantle everything and help carry back out of the park



Team Leader-Registration desk

- Support the Registration desk team, ensuring everyone is clear on their role
- Ensuring each registration point is set up with all documents required
- Give a friendly welcome to our elves as they arrive and ensure the smooth running of the process, keeping crowds to a minimum
- Register on the day sign up's and take payment where needed
- Ensure the team are asking all participants to complete medical and photo consent forms if not done so already
- Ensure all paperwork is filed away in relevant folders and kept safe

Registration desk crew

- Give a friendly welcome to our elves as they arrive and tick them off your list
- Register on the day sign up's and take payment
- Ask them to complete medical and photo consent forms if not done so already
- Give them their running packs
- Direct them towards start line ready for the warm up at 11:50am

Team Leader-Route Marshals



- You will be responsible for supporting our route marshal's should they need any support throughout the event
 - You will need to brief all marshals about their responsibilities, give them their packs including your contact number before walking them to their marshal points
 - Ensure each marshal understands they are to stand at their point on route and remain there until they are advised it is safe to stand down
- Encourage them all to smile, cheer, clap and shout encouragement to our elves as they pass their point. Singing and dancing is very much encouraged!
 - Ensure each marshal keeps an eye for any cyclists/runners and ask our elves to slow down to let them pass
 - Ensure all marshals report any accidents/first aid requirements immediately to you
 - Liaise with Event Managers to confirm when to stand down marshals, ensuring they each collect any event signage/decorations and litter from their point

Route Marshals

- Take part in the briefing led by the Team Leader
- Stand at given point on route and remain there until you are advised it is safe to stand down
- Keep an eye out for any debris/obstacles that could cause any issues to our elves as they pass your point and safely move them out of their path
- Smile, cheer, clap and shout encouragement to our elves as they pass your point. Singing and dancing is very much encouraged!
- Keep our elves taking part and the general public safe by ensuring you know where the nearest park exit is and slow down any crowding
- Keep an eye out for any cyclists and ask our elves to stop to let them pass
- Report any accidents/first aid requirements immediately
- Once stood down, collect any event signage/decorations and litter



Finish line crew

- Smile, cheer, clap and shout encouragement to our elves as they pass the finish line. Singing and dancing is very much encouraged!
- Hand out goody bags/medals to all elves and thank them for taking part
- Ensure any litter is collected



To sign up and become an elf volunteer or for any queries please email fundraising@birminghammind.org



Although it is not a requirement, we would encourage all of our volunteers to join in with the festive spirit and wear fancy dress.

**Mental Elf 2025, Sunday 30th November
Cannon Hill Park**

