



Kids Fun Zone Co-Director

Position Summary

The Kids Fun Zone Director is responsible for planning, organizing, and overseeing all activities within the Kids Fun Zone during the Isle of Eight Flags Shrimp Festival. This volunteer coordinates children's entertainment, activity vendors, amusements, and volunteers to create a safe, fun, and family-friendly experience while working collaboratively with other festival directors and the Festival Board.

The Isle of Eight Flags Shrimp Festival is the largest event in Nassau County with an annual attendance of approximately 150,000. The Shrimp Festival committee is an all-volunteer committee with an Executive Board and 19 committee directors.

Note: Seeking a co-director to work collaboratively with the Director to

This is a volunteer position.

Key Responsibilities

Vendor, Amusement & Entertainment Coordination

- Recruit, coordinate, and manage vendors providing children's activities, games, crafts, and educational exhibits.
 - Schedule children's entertainment, including performers, magicians, musicians, storytellers, character appearances, and demonstrations.
 - Ensure vendors and entertainment comply with festival policies, insurance requirements, and safety standards.
 - Maintain regular communication with participating vendors before and during the festival.
 - Coordinate vendor arrival, setup, operating hours, and departure.
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Volunteer Management

- Recruit volunteers to support Kids Fun Zone operations.
 - Develop volunteer schedules to ensure adequate coverage throughout the festival.
 - Train volunteers on festival procedures, customer service expectations, emergency protocols, and child safety practices.
 - Coordinate with the Volunteer Director to fill positions.
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Coordination with Logistics Director

- Collaborate with the Logistics Director on the layout and setup of the Kids Fun Zone.
 - Identify electrical, water, fencing, tent, table, chair, and equipment needs.
 - Coordinate delivery and placement of festival equipment.
 - Ensure vendor spaces are clearly identified and accessible.
 - Report any facility or equipment issues promptly.
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Safety & Risk Management

- Maintain a safe, clean, and organized Kids Fun Zone throughout the festival.
 - Monitor attractions and activity areas for safety hazards.
 - Ensure amusement providers follow all licensing, inspection, and operational requirements.
 - Work with festival security, medical personnel, and logistics staff to address safety concerns.
 - Respond promptly to incidents and document any accidents or safety concerns.
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Budget & Financial Management

- Develop and manage the annual Kids Fun Zone budget with the festival Treasurer.
 - Monitor expenditures to remain within approved budget limits.
 - Obtain competitive pricing for attractions, entertainment, rentals, and supplies.
 - Identify sponsorship opportunities to offset expenses with the Sponsorship Director.
 - Submit invoices, contracts, and payment requests according to festival procedures.
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Post-Festival Responsibilities

- Oversee teardown and cleanup of the Kids Fun Zone.
 - Evaluate attendance, programming, and operational effectiveness.
 - Prepare a post-event report with recommendations for improvements.
 - Maintain records, vendor contacts, and planning documents for future festivals.
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Qualifications

- Commitment to the mission and values of the Isle of Eight Flags Shrimp Festival.
 - Strong organizational and project management skills.
 - Experience coordinating children's events, entertainment, or recreational programs.
 - Excellent communication and volunteer leadership abilities.
 - Ability to work collaboratively with vendors, volunteers, and festival leadership.
 - Commitment to providing a safe, welcoming, and enjoyable experience for children and families.
 - Proficiency with email, spreadsheets, and basic record-keeping systems including MS Office Suite.
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Time Commitment

- Year-round planning with increased activity beginning approximately six months before the festival.
- Attendance at one festival meeting per month and weekly meetings in April.
- Full participation during festival setup, festival weekend, and post-event cleanup.

Goal of the Position

To provide a variety of children focused activities, entertainment and vendors for the Isle of Eight Flags Shrimp festival.

Additional Information/Questions

Contact: Mary Molusky, Chairman
Chairman@shrimpfestival.com

To Apply: [Application Link](#)