

# Hudson Hot Air Affair – Volunteer Coordinator (Volunteer Position)

Serving our 37th annual community winter festival – February 6–8, 2026

Theme: “Sky Walkers Return to Rock” 🌟📍⚡

A galactic celebration of flight, community, and winter fun.

About Hudson Hot Air Affair:

For 37 stellar years, Hudson Hot Air Affair (HHAA) has been our community’s signature winter festival — a fusion of hot air balloon magic, local pride, and intergalactic-level fun. Each February, thousands gather across Hudson for launches, family activities, the torchlight parade, and the iconic Moon Glow at E.P. Rock Elementary.

None of this happens without volunteers — our true Skywalkers who help the festival return to rock year after year.

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## Position Overview: Volunteer Coordinator

The Volunteer Coordinator is one of the key leaders within the HHAA planning team. Think of this role as the Rebel Alliance Commander for volunteers — organizing, guiding, and empowering our crew to keep the festival running smoothly.

This person is warm, organized, detail-driven, and loves bringing people together. No ballooning or Jedi training required — just a passion for community and coordination.

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## Key Responsibilities

- Recruit the Rebel Volunteers
  - Connect with returning volunteers and recruit new helpers
  - Coordinate outreach and volunteer promotions
  - Manage volunteer sign-up platforms (Google Forms, SignUpGenius, etc.)
- Assign Missions & Build the Roster
  - Match volunteers with roles that fit their strengths
  - Build and share the festival weekend volunteer schedule
  - Work with committee chairs to fill priority roles
- Prepare the Crew for Launch
  - Send pre-event communications and orientation details
  - Create clear instructions and expectations for each role

- Event-Weekend Support (Feb 6–8)
  - Manage the volunteer check-in headquarters
  - Ensure each volunteer has info, support, and supplies
  - Troubleshoot needs and shift volunteers as required
- Post-Event Wrap-Up
  - Send volunteer appreciation communications
  - Collect feedback
  - Help document strategies and improvements for next year

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## Qualifications

- Excellent communication and organizational skills
- Able to use basic digital tools (email, spreadsheets, sign-up systems)
- Team-oriented, flexible, and calm under pressure
- Comfortable giving direction and supporting volunteers
- Available for planning meetings (1–2 per month) and present during festival weekend

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## Time Commitment

- December – January: ~2–4 hours per week
- Event Weekend (Feb 6–8): Higher on-site involvement
- After Event: 1–2 hours of closing tasks

This role is fully volunteer and essential to the heart of HHAA.

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## Why Join the HHAA Team?

- Help bring to life one of Hudson’s most beloved community events
- Meet amazing people and build meaningful connections
- Gain leadership and event-planning experience
- Be part of a fun, creative, slightly nerdy team
- Step into the role of an HHAA Skywalker and help our festival “return to rock” in 2026

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## How to Apply

To learn more or express interest, reach out:

 [hotairaffair@gmail.com](mailto:hotairaffair@gmail.com)