

## **Science Festival Volunteer Position Descriptions**

**Draft: 6/20/2014**

**Hospitality Attendant 1 (Inn Area)** – Responsible for providing hospitality to exhibitors at the Inn, issuing badges, schedules, assisting with setup/ break-down, and distributing festival kits. This volunteer crew will also serve as an information source for exhibitors and festival guests at the Inn. This volunteer crew will also be responsible for distributing and collecting paper evaluations or informing festival guests and exhibitors the app to retrieve an electronic version of the evaluation.

**Volunteers: 30**

**Shift: Noon- 4pm**

**Hospitality Attendant 2 (Moss Arts Center)** – Responsible for providing hospitality to exhibitors at the Moss Arts Center, issuing badges, schedules, assisting with setup/ break-down, and distributing festival kits. This volunteer crew will also serve as an information source for exhibitors and festival guests at the Moss Arts Center. This volunteer crew will also be responsible for distributing and collecting paper evaluations or informing festival guests and exhibitors the app to retrieve an electronic version of the evaluation.

**Volunteers: 30**

**Shift: 9am- 4pm**

**Hospitality Attendant 3 (Drillfield)** – Responsible for providing hospitality to exhibitors on the Drillfield, issuing badges, schedules, and festival kits. This volunteer crew will also serve as an information source for exhibitors and festival guests on the Drillfield. This volunteer crew will also be responsible for distributing and collecting paper evaluations or informing festival guests and exhibitors the app to retrieve an electronic version of the evaluation.

**Volunteers: 30**

**Shift: 9am- 4pm**

**Volunteer Registration** – Responsible for tagging, checking-in volunteers, and storing volunteers personal items on site and maintaining a level of security in the lock-

up area, providing information to volunteers and managing messages for volunteer coordinators.

**Volunteers: 10**

**Shift: 9am- 4pm**

**VIP Essential Services** – Responsible for providing hospitality to exhibitor dignitaries at the festival site and serves as a supportive, direct resource and information center for dignitaries.

**Volunteers: 15**

**Shift: 9am- 4pm**

**Information Supervisor** – Responsible for providing information for festival patrons, distributing maps and festival kits, handling lost children and managing the lost & found area.

**Volunteers: 6**

**Shift: 9am- 4pm**

**Access** – Responsible for greeting, providing assistance and providing information to festival patrons with disabilities who may require special services moving around to various sites. This volunteer group will be responsible for directing festival patrons with disabilities who may require special services to areas that handicap accessible.

**Volunteers: 6**

**Shift: 9am- 4pm**

**Site Environment Crew** – Responsible for keeping various festival sites tidy and clean during each hour.

**Volunteers: 15**

**Shift: 9am- 4pm**

**Floater** – Responsibilities will include being flexible and adaptable to any role that may need additional assistance. Requirements – Flexibility and a can do attitude!

**Volunteers: 25**

**Shift: 9am- 4pm**

**Operations** – Assist (Phyllis Newbill) in the operations office just before and during the festival. Job tasks could range from assisting exhibitors in setting up tables, setting up electric visuals to running supplies to various sites across campus. Must be able to walk from one end of the site to the other in 10 minutes or less, and be able to lift 25 lbs.

**Volunteers: 12**

**Shift: 9am- 4pm**

**Set-Up** – This role includes a variety of set-up tasks for the entire festival site, including preparing the exhibitors area, indoor and outdoor venues, hang signs, put up barricades, tents, tables, chairs, and etc. Some heavy lifting is involved and interacting with exhibitors, event coordinators, and volunteers.

1. Position equipment for each exhibitor according to their needs
2. Tent(s)
3. Table(s)
4. Chair(s)
5. Weights (hold the tents down from winds)
6. Assist with unpacking samples from our sponsors to make it easier to hand out to the festival patrons and dispose of its packaging
7. Bring a pair of work gloves and comfortable shoes

**Shifts: 6:30am – noon | Moss Arts Center & Drillfield / noon– 6pm | The Inn**

**Volunteers: 25**

**Tear Down** – Duties include taking down signs, moving stalls, cleaning trash from the surrounding areas. Standing, bending, lifting 25-50 lbs, getting dirty are all required, and interacting with exhibitors, event coordinators, and volunteers.

1. Move/ dismantle tent(s), chair(s), and make a pile
2. Take down barricades and signs
3. Empty trash cans
4. Assist exhibitors with dismantling booths

**Shift: 5pm– 6pm | Entire festival**

**Volunteers: 25**

**Exhibitor Monitor** – This position you will be distributing festival kits, maps; floating and monitoring in a specific area, directing attendees to areas, and providing support

where needed. As part of the exhibitor monitoring team, you will have a strong presence on the floor and will be asked to be aware of security issues such as: unsupervised children, theft from exhibitors, lost or misplaced items. However, you will not be expected to attend to compromising situations. This position involves interacting with exhibitors, event coordinators, attendees, and volunteers.

**Volunteers: 15**

**Shift: 9am- 4pm**

**Exhibitor Liaison** – This position will assist exhibitors with preparing and displaying their exhibits. You will also act as a liaison between the exhibitors and event coordinators as needed. The needs of the exhibitors will depend on the needs of their exhibit.

**Volunteers: 20**

**Shift: 9am- 4pm**

**Volunteer Relief** – This position is responsible for relieving various shifts and documenting volunteer transitions.

**Volunteers: 20**

**Shift: Various**

**TOTAL Number of VOLUNTEERS: 284**

Students can register to volunteer at the following link:

<http://www.volunteermatch.org/search/opp1760613.jsp>