

Volunteer Job Descriptions

Volunteers will check in at the Activity/Volunteer Check-in table located by the Anchor ballroom.

Check-In Tables

For check in tables you will be responsible for finding the participants name, having them sign-in and handing them a conference bag along with any other required materials. This position requires a high level of responsibility, attention to detail, friendliness, and customer service. If this is not the job for you let us know and we will reassign you. 😊

Activities Table

For the activities table, you are to help participants to complete the online form to sign up for any remaining tours or activities..

Student Activities (Thursday)

You will be helping to set up and or run the Islander Welcome Party on Thursday evening.

Way-Finding Ambassadors

With Way-Finding, you will be helping to guide participants and judges into the right ballrooms. You will be provided a clipboard that lists the easel numbers and locations to help guide participants to their assigned easel.

Third Floor

You will be assisting in way-finding to help participants find their oral presentation room on the third floor.

Runners (Friday)

Runners are event assistants working with the judges and the pathways planning team.

Oral Presentation Proctors

You will be responsible for sitting in the oral presentation rooms and holding up time reminder cards for the participants who are presenting.

Check Room

You will be responsible for checking luggage and materials for pathways participants.

Tour Ambassadors

With the tours, you will be gathering the tour participants at the UC and walk them to the building where their tour is located.

Decorations

This team of volunteers will assist in assembling and setting center pieces for the awards dinner.

Awards Dinner Buffet Line

You will welcome awards dinner guests and assist them in moving expediently through the buffet line.

Awards Dinner Ballroom

You will welcome awards dinner guests and guide them to the appropriate tables. You will be provided a clipboard that lists the table assignments.