

## **Volunteer Role: Volunteer Hub Attendant**

### Goal(s) of the role:

Efficiently check-in and communicate with volunteers at the volunteer hub for their assigned duties, and direct them to where they need to go post-check-in.

### Detailed description of duties:

- Directing volunteers to the check-in line/table during peak times
- Distributing name tags and t-shirts on their first check-in to the hub
- Directing volunteers to the proper building/location on a campus or map.
- Helping with other miscellaneous duties as needed
- Potential to be reassigned to other volunteer roles if we have more pressing vacancies that need to be filled.

## **Volunteer Role: Table Attendants**

### Goal(s) of the role:

Table Attendants will help hand out pamphlets, pins, or SWAG near the registration tables in the Fieldhouse.

### Detailed description of duties:

- Provide NCUR guests with their complimentary items that will help them navigate the conference and/or provide them NCUR branded items.

## **Volunteer Role: Shuttle Drop-off Greeter**

### Goal(s) of the role:

Greet NCUR guests and help direct them to the correct area of campus

### Detailed description of duties:

- Welcome attendees to campus with a smile and direct them to where they need to go:
  - If looking for registration, poster sessions, or keynote sessions, guide them to the Field House
  - If looking for lunch, guide them to the nearest dining hall
  - If seeking any other kind of session, guide them to the appropriate section of campus
  - Watch for moving vehicles and help direct pedestrians away from any street or parking lot traffic near the shuttle drop-off points

## **Volunteer Role: Registration Attendant**

### Goal(s) of the role:

Efficiently maintain and direct the flow of traffic for NCUR Check-In/Registration

### Detailed description of duties:

- Warm welcome/ friendly greeting
- Directing guests through the check-in/registration process and maintain signage at registration tables:
  - Alphabetically by last name
  - Onsite registration table –here they will register, collect their name badge, and then be on their way to swag and breakfast like everyone else
  - You may also need to direct guests towards correct building/room for sessions after they've registered

## **Volunteer Role: Meal Assistant**

### Goal(s) of the role:

Assist with meal/food line control, table clean up and replenishing of drinks. Also, reduce the environmental impact of the conference by educating attendees about recyclable and compostable materials.

### Detailed description of duties:

Breakfast:

- Help make sure that everyone entering has the appropriate conference credentials (NCUR participant or volunteer nametag)
- Direct attendees to discard any trash, compostable materials, and recyclable materials in the proper bins; and assist in clearing materials left on tables

Lunch:

- Help make sure everyone entering has the appropriate conference credentials (NCUR nametag)
- Help with line control, as this will be a buffet set up
- Direct attendees to discard any trash, compostable materials, and recyclable materials in the proper bins; and assist in clearing materials left on tables

## **Volunteer Role: Info Tent Attendant**

### Goal(s) of the role:

- Help conference attendees navigate the conference (locating buildings, answer questions, etc.)

- Answer any question attendees may have

Detailed description of duties:

- All tents are outdoor, so be aware of the weather predictions during your shift(s).
- Pay close attention to scheduling, bus routes, buildings, and the FAQs
- Download and be familiar with the Mobile App for NCUR 2020.
- Additional info and details will be available for you at the Info Tents, after your check-in to the Volunteer Hub.

**Volunteer Role: Event Setup**

Goal(s) of the role:

- Assist with event set up by supporting various campus coordinators

Detailed description of duties:

- After check-in at the Volunteer Hub, you will report to the setup location
- Specific directions will be provided depending on the task such as setting up tables and chairs, or putting together poster kiosks

**Event Assistant: Graduate School Fair**

Goal(s) of the role:

Assist in guiding NCUR guests to relevant tables at the Graduate School Fair; assist Graduate School representatives with any needs that come up

Detailed description of duties:

- After check-in at the Volunteer Hub, report to the Field House to receive specific duties.
- Volunteers will be guiding fair attendees to the event
- Volunteers will answer questions, providing directions and assistance to both attendees and Graduate School representatives

**Volunteer Role: Building Greeter**

Goal(s) of the role:

Greet NCUR guests and help direct them to the registration desk or sessions they are seeking to attend; report back any building safety concerns/emergencies.

Detailed description of duties:

- If assigned to one of the other campus buildings (1st floor), be sure you know the layout of the building, location of the info table, and have access to session schedules for that building. You will welcome attendees to the building with a smile, direct them to the part of the building holding the session(s) they're seeking.

- If building safety concerns are noticed or emergencies need to be reported, the volunteer will quickly report this to the Volunteer Hub or Situation Room.