

Volunteer Position Descriptions

Amount of people needed	Position	Description
5/ time slot	Greeters , human directionalists (Friday night, Saturday morning)	Set up signs, direction finders/arrows. Tell people where to park, where to go
25	Friday Night Set Up	<p>-Take pictures of room setup BEFORE moving furniture</p> <p>Assist staff and families in setting up projects and hands-on work spaces.</p> <ul style="list-style-type: none"> - Assist with signage - Set up rooms - move desks, setup folding tables <p>Setup registration area</p> <ul style="list-style-type: none"> - Setup tables
25	Morning Set up	<p>-Take pictures of room setup BEFORE moving furniture</p> <p>Assist staff and families in setting up projects and hands on work spaces.</p> <ul style="list-style-type: none"> - Assist with signage - Set up rooms - move desks, setup folding tables <p>Setup registration areas</p> <ul style="list-style-type: none"> - Setup Chromebooks
10/ time slot	Ticketing	Welcome guests to the STEAM expo and assist them in registering for the event on a Chromebook (Point volunteers to their check-in stations)
2/ time slot	Volunteer Check-in	<p>(At side entrance - put up "volunteer check-in" sign) Welcome volunteers, show them where to go, what to do</p> <ul style="list-style-type: none"> - Pickup volunteer badge/ where to go
50/ time slot	Help students showcase projects	Helping students set up, possibly help student demo
3 per activity/ time slot	Hands on Activities aids	<p>If students get stuck, ask questions rather than provide solutions</p> <ul style="list-style-type: none"> • What have you tried? • What worked well? • What changes can you try next? <p>Monitor Materials (keep materials in required space)</p>

		Keep the environment safe (free from obstacles that could cause an accident)
	Docents	People who are willing to do miscellaneous things as needed
	Tech help - AV "how to" per room	People who know technology, who are willing to be sent to rooms to troubleshoot
25	Clean Up	Gather remaining projects Floor/room assignments Where do things go Help clean up and put room back in order, according to room photos on doors Take down signs and easels Walk around and sweep for forgotten items Facilitate boards pick-up
2/ site	Site coordinator - volunteer Clean up/Return projects	Take school projects back to the school/home\

General: Check in with next person in your shift, train them as necessary

Supplies

- STEAM t-shirts for volunteers
- Thick cardstock for name badges
- Black Lanyards
- Paper cutter
- Hole punch
- Sharpies (to write names, day of)
- Color markers to identify volunteer position
- Signs
 - Volunteer Check-in
 - Event Registration

[Original Volunteer Request](#)