

## MOP 17 VOLUNTEER JOB DESCRIPTIONS\*

### **SETUP (4):** 7 to 8 am.

- Help move equipment/supplies into place.
- Set up tables.
- Set up tent.
- Set up sound system.
- Post room signs.

### **SHUTTLE GREETERS (4):**

- 7:45 am to 10 am – 2 or more ride shuttles, 1 greeter at Goldline Highland Park Station, 1 greeter at Campus Road (Occidental College).
- Ensure all participants find their way to MOP.

### **REGISTRATION TABLES (12+):** 8 to 10 am and later.

- Volunteers arrive NO LATER than 8 am. Meet below Branca Patio where registration will take place. We will have just a few tables for preregistration (and the spreadsheets for them to mark off as people arrive). We have more tables for onsite registration.
- Onsite registration table requires that participants fill in a registration form prior to receiving their conference materials.
- Official registration is from 8:30 to 9:30 a.m. After 9:30 am, we need a skeleton crew at both sets of tables, depending on crowd.
- Registrars remind participants to review program and think about workshops they wish to attend.

### **REGISTRATION DATA ENTRY:** 8 am to 3 pm

- Enter participant registration information into laptop computers (we will have at least 4 laptops).

### **T-SHIRT DISTRIBUTION:** 8:30 to 10:30 am

- Need one “runner” to deliver t-shirts to the adult workshop participants who prepaid (9 to 10 am)—they will be set aside
- Arrange t-shirts into piles of small, medium, large, extra large, etc.
- Distribute one shirt per YOUTH (only)—must show proof of conference registration
- Resource Faire participants who ordered t-shirts will pick them up at the Resource Faire Registration table.
- Adults who want shirts must check in at the volunteer desk beginning 12 noon to see if there are extra shirts and beads available. No exceptions.

### **ICEBREAKERS (40)** 8:15 to 10:15 am

- Facilitators to check in at 8:15 am.
- Orientation 8:45 to 9:30 am.
- Icebreakers 9:45 to 10:15 am.
- Facilitators who are volunteering for additional duties need to hurry back to desk for assignments.
- Co-lead a small, scripted icebreaker session with 10-12 youth.
- Overview of activities will be provided via e-mail prior to the conference.

**AMERICAN SIGN LANGUAGE (ASL) INTERPRETOR:** We are looking for *volunteers* who can assist with ASL interpretation if needed.

**PEOPLE MOVERS (5-6):** all day

- At transitions, help move everyone to next activity. Politely, but firmly, ask participants to go to workshops.

9:30 am – to icebreaker activities

10:15 am – to workshops (workshops begin at 10:30 am)

12:45 pm – to workshops (workshops begin at 1:00 pm)

2:00 pm – to workshops (workshops begin at 2:15 pm)

3:30 pm – to roundtables (roundtables begin at 3:45 pm)

4:30 pm – to Thorne Hall (entertainment begins at 4:45 pm)

6:00 pm – off campus (all youth must be gone by 6:15 pm)

**FLOATERS:** all day

- Hang out around volunteer desk and fill in as needed.
- Check in regularly.
- Patrol area--supervise general area; pick up trash.

**PRESENTER ASSIST AT ALUMNI ROAD (1-2)** 9 am to 2:15 pm

- Volunteer stationed at Alumni Rd to assist presenters with equipment.
- Call front desk if more help needed (bring cell phone).

**WORKSHOP MONITORS (15/15/15)** 10 am to 3:30 pm

1. Take workshop envelope of evaluations from volunteer check-in desk.
2. Close door when room is full. Write “session closed” on posted sign if at capacity.
3. Introduce presenters (quick introduction, name, agency, and topic).
4. Troubleshoot for presenters. Monitor the behavior of the participants. Youth need to be respectful of speakers and other participants. No side-talking during the presentations—focus is on the speakers and participants who chose to share. Remove any disruptive or disrespectful participants (ask hall monitor for assistance if needed).
5. Students are not to hang out in the halls.
6. Get a headcount in each workshop—record on envelop. Be a timekeeper (let the speaker know). Signal them when they have 5 minutes left. End the workshop 5 minutes before the scheduled ending so that participants may fill in the conference evaluations.
7. Collect evaluations at end of workshop.
8. Remind adults/nonregistrant monitors may observe, but not actively participate in workshops (this is a youth conference).
9. Sign envelop and return evaluations to volunteer desk. Workshops MUST begin and end on time. Start your introduction right on time, otherwise, the speakers lose time and will be rushed. Assist with getting participants onto their next workshop or activity on time.
10. Stay with presenters to ensure there are always at least two adults present with youth at all times.

**ROUNDTABLE MONITORS (8)** 3:30 to 4:30 pm

- Pick up roundtable evaluations from the volunteer check-in desk.
- Assist as requested by facilitators.

- Distribute and collect evaluations at end of session—return them to the volunteer desk.
- Help group start and end on time (3:45 to 4:45 pm).
- Close door when room full.

**• THIS IS FINAL SESSION—PLEASE REMOVE ALL BELONGINGS, PAPERS, AND SIGNS FROM ROOMS AT END.**

**HALL MONITORS (8) 10 am to 4:30 pm**

- Pick up blank evaluations from the Volunteer check-in desk to distribute to monitors if they run short.
- Patrol hallways. Firmly, but respectfully, ask students to select and enter a workshop.
- Assist in closing those that are at capacity. There will be 2 monitors in each hallway.
- Do not assume gender identity. Youth may select lavatories they deem appropriate for their gender identity. But, stay on your toes to check for suspicious or inappropriate activities in the restrooms. Be nice, but firm—not afraid to check restrooms for hankie pankie, smoking, etc.
- Check in with each workshop on your floor to see if everything is going okay and to distribute extra workshop evaluations if needed.

**RESOURCE FAIRE (2) 10 am to 1:00 pm**

- Assist in ensuring Resource Faire participants have registered for the day and displays are age-appropriate.
- Contact volunteer desk for assistance if materials are inappropriate for age group or if you observe inappropriate behavior (bring cell phone).

**LUNCH (4-6) 11:30 am to 1:00 pm**

- Collect lunch tickets  
(Adults—beginning at 11:30 am, Conference participants—11:45 am).
- Monitor amounts—there is just enough for everyone (each person, one sandwich, one drink, etc.).

**LUNCH PATROL: (4) 11:45 am to 1:00 pm**

- Patrol Johnson Hall during lunch.
- Patrol lunch/resource faire area —registered MOP participants ONLY may visit the area
- Assist (encourage) conference participants to be on time for the afternoon workshops.
- Ask participants to clean up their trash.

**ENTERTAINMENT ASSISTANT: 2:15 to 5:45 pm**

- Assist entertainers with rehearsal and performance.

**ENTERTAINMENT SESSION: 4:45 to 5:45 pm**

- Stand outside Thorne Hall to check that only MOP participants enter.

**CLEANUP AND EXIT—**all around grounds—throughout the day/night

- Make sure everyone gets off campus (no one after 6:15 pm).

**SHUTTLE CREW: (4) 4:15 to 6:15 pm**

- 2 or more ride shuttles, 1 at Goldline, Highland Park Station, to be sure everyone gets on the Goldline (bring cell phones).
- 2 or more at Campus Rd. (Occidental College) to assist participants onto the shuttle (bring cell phones).

**\*ALL VOLUNTEERS**

- DO NOT REFER TO PARTICIPANTS AS “KIDS”—be respectful in terms of the language you use.

- DON'T ASSUME GENDER (i.e., "young man")—the young man could be a young woman.
- Restrooms in Johnson Hall are "gender neutral."
- Bring cell phones in the event you need to call the volunteer desk for assistance.