

MOP 16 VOLUNTEER JOB DESCRIPTIONS*

SETUP (4): 7 to 8 am. Help move equipment/supplies into place. Post room signs.

SHUTTLE GREETERS (4):

7:15 to 10 am – 2 or more ride shuttles, 1 greeter at Goldline, 1 greeter at Campus Road. 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 probably need 3 to 4 people for that. Then we will have tables for onsite registration, probably need about 8 to 10 people for that. 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 (1 or more shifts) 8 am to 5 pm

Enter participant registration information into computer until completed.

ICEBREAKERS (40) 8:45 to 10:45 am

Facilitators to check in at 8:45 am. Orientation 9 to 9:45 am. Icebreakers 10 to 10:45 am. If facilitators are volunteering longer, need to hurry back to desk for assignments. Co-lead a small, scripted icebreaker session with 10-12 youth.

PEOPLE MOVERS (5-6): all day

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

10:50 am - to workshops

1:05 pm - to workshops

2:05 pm - to workshops

3:35 pm - to roundtables

4:40 pm - to Thorne Hall

8:45 pm - off campus

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 2:30 pm

Volunteer stationed at Alumni Rd with walkie-talkie to assist presenters with equipment.

Call front desk if more help needed.

WORKSHOP MONITORS (15/15/15) 10 am to 5 pm

1. Take envelop of evaluations from desk.
2. Close door when room is full. Write "session closed" on posted sign if at capacity.
3. Introduce presenters (quick introduction, name, agency, 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.
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 workshop presenters to ensure there are always at least two adults present with youth at all times.

HALL MONITORS (8) 10 am to 5 pm

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 and riotous activities in the restrooms. Be nice, but firm--not afraid to check restrooms for hankie pankie, smoking, etc.

ROUNDTABLE MONITORS (8) 3:45 to 4:30 pm

Assist as requested by facilitators. No evaluations. Primarily to help group start and end on time, close door when room full. **THIS IS FINAL SESSION- PLEASE REMOVE ALL BELONGINGS, PAPERS, SIGNS FROM ROOMS AT END.**

RESOURCE FAIRE (2) 11 am to 1:15 pm

Assist in ensuring Resource Faire participants have registered for the day and displays are age-appropriate

LUNCH (4-6) 12:15 to 1:15 pm

Collect lunch tickets

Hand out lunches

Hand out drinks

Monitor amounts- there is just enough for everyone

LUNCH PATROL (2) 12:15 am to 1:15 pm

Patrol Johnson Hall during lunch

Patrol lunch/resource faire area (Upward Bound students go past our area on their way to lunch)

Assist (encourage) conference participants to be on time for the afternoon workshops.

ENTERTAINMENT ASSISTANT

Assists entertainers during rehearsal time and during the performance (be available from 2 to 6:30 PM).

DINNER (4-6)

5:45 to 6 pm

Direct students to Branca Patio where dinner will be served

DANCE 6:30 to 8:30 pm

Set up after dinner; chaperone; cleanup

Youth are not to wander around the campus

Must keep clothing on. No "sex acts" on or near dance floor. We expect appropriate behavior, but want all to have fun.

CLEANUP—all around grounds

EXIT

Make sure everyone gets off campus (no one after 9 pm)

SHUTTLE CREW: (4) 6:30 to 9:15 pm

2 or more ride shuttles, 1 at Goldline to be sure everyone gets on the Goldline

***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."