

## **Volunteer Position Descriptions**

### **Science Activity:**

The individual conducting this position stands at a science activity table and conducts the activity in a manner that is consistent with safe practices. Explanations will be provided to attendees in an age-appropriate manner. Will involve stand at a table on either one of the fields or on the blacktop.

### **Area Coordinator:**

This individual is responsible for the safety of an area and general oversight of event safety and concerns. Will involve standing and walking around on the grass near the demo and fire areas and other areas as needed.

### **Information Table:**

The individual conducting this position answers questions of a general nature about the event. Will involve sitting at a table near the event entrance.

### **Lost Adult:**

The individual conducting this position provides a secure place and acts as a conduit for lost children and parents/guardians to find one another; ensures that the child is going back to their parent/guardian; ensures the safety of the child while in our keeping; informs security of any concerns; informs staff of lost children to help locate parent/guardian.

### **First Aid Booth:**

The individual conducting this position must have first aid training; provides minor first aid to individuals and recommends more complicated medical situations be taken to an urgent care/hospital. Will involve sitting and standing at a first aid station table near the event entrance or floating in a specific area to provide first aid if needed.

### **Entrance Gate Counter:**

This individual stands by the door and counts the total number of people that come into the event, not including duplicates. Will involve standing at the entrance.

### **Shuttle Supervisors:**

The individual conducting this position rides on the shuttle and ensures the safety of those entering, riding on and exiting the shuttle from the parking lot to the carnival site. Will involve standing at the bus stop and riding on the shuttle. Two shuttle supervisors must be on the shuttle at the same time at all times.

### **Entrance Gate Monitor:**

The individual conducting this position must be attentive to those walking in and out of the front gates and ensure that children/minors do not enter or leave without a parent or guardian with them. This position also ensures for the safety of crowd control.

**Volunteer Items Distributor:** These volunteers distribute pizza and distribute and collect t-shirts and lab coats to the volunteers.

**Parking Lot:**

The individual conducting this position answers helps direct traffic coming into the parking lots. Will involve standing at the entrances to the parking lots. These volunteers must work together in pairs and stay together.

**Carnival Takedown:**

The individual conducting this position stays after the carnival to clean and takedown all of the booths and set-up. Will involve lifting, standing, walking around the event, and carrying items.

**Carnival Setup:**

The individual conducting this position arrives the morning or early afternoon before the carnival to help set-up tables and the booths. Will involve lifting, standing, walking around the event, and carrying items.

**Volunteer Check-in:**

The individual conducting this position checks-in volunteers and ensures that all paperwork has been received and that each volunteer has reviewed the training video.

**VIP Lab Coat Distributor:**

The individual conducting this position distributes lab coats to VIP Kids; ensures that the student signs-in when they arrive and provide them with a lab coat and that he or she signs-out when they leave and returns the lab coat; provides the student with information on which booth they should go to for their VIP experience.