

EVENT VOLUNTEER POSITION DESCRIPTIONS

The Annual Science Carnival relies on the help of community volunteers to support the event logistics. The following are the position descriptions for the event, including the times and number of people needed for each position.

Pre-Event Positions, 1 pm to 5 pm (Day before)

Carnival Setup (25): Volunteers arrive the morning of the carnival to help set-up tables and booths and distribute science activity tubs to each area. This position will involve lifting heavy items, standing and a lot of walking.

Pre-Event Positions, 1 pm to 5 pm (Day of)

Uniform Center (8): Volunteers distribute lab coats, translator designee buttons, logistics uniforms, etc. to the volunteers as needed.

Volunteer Check-in (14): Volunteers check-in other volunteers and ensures that all mandatory volunteer paperwork and training has been received and completed.

Event Positions, from 2:30 pm to 9 pm (dinner provided)

Science Activity (300): Volunteers will conduct science activities for PreK-8th grade students and families and present the content in a child-friendly manner. Volunteers will be responsible and ensure that they have received proper training.

Information Table (2): Volunteers answer questions of a general nature about the event. Seating will be made available.

Lost Adult (3): Volunteers will provide a secure place and act as a conduit for lost children and parents/guardians to find one another; ensure that the child is going back to their parent/guardian; ensure the safety of the child while in our keeping; inform security of any concerns; inform staff of lost children to help locate parent/guardian; check and copy parent/guardian identification.

First Aid Booth (4): Volunteers must have first aid certificates; provide minor first aid to individuals and recommend more complicated medical situations be taken to an urgent care/ hospital. (CI Nursing Department)

Entrance Gate Counter (2): Volunteers will count the total number of people that come into the event, not including duplicates.

Shuttle Supervisor (1): Volunteer will ride on a shuttle and ensure the safety of those entering, riding on and exiting the shuttle from the parking lot to the Science Carnival site. Must ensure that each minor is accompanied by an adult when entering the shuttle.

Cotton Candy Distributor (6): Volunteers distribute cotton candy to attendees of the Science Carnival. This position will involve making the cotton candy as well.

Pizza Distributor (3): Distribute pizza and collect tickets from volunteers between 5 – 7 pm.

Distribution and Solution Center (3): Distribute extra materials to activity tables as needed throughout the night and troubleshoot issues.

Science Activity (300): Volunteers conducting this position stand at a science activity table and conduct the activity in a manner that is consistent with safe practices. Explanations will be provided to attendees in an age-appropriate manner. Science activity training is required.

Event Positions, from 7 pm to 9 pm

Carnival Teardown (25): Volunteers arrive at the end of the carnival to help teardown tables and booths and collect science activity tubs and materials. This position will involve lifting heavy items, standing and a lot of walking.