

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.

Science Activity Positions from 3 pm – 9 pm (dinner provided)

The individual conducting this position stands at a science activity table and conducts the activity in a manner that is consistent with safe practices while teaching the kids STEM concepts, engaging them in fun, and serving as a mentor to the students. Explanations of the activities should be provided to attendees in an age appropriate manner. Will involve standing at or sitting behind a table on either one of the fields or on the blacktop. Some lifting may be involved. If you sign-up for this activity position and have physical limitations, please let the Director, Phil Hampton (Philip.Hampton@csuci.edu) in advance of the event. Between 3 – 4 pm, volunteers set-up the booth and ensure they have sufficient materials and then they run the activity from 4 – 8 pm. You can rotate taking breaks and visiting booths at the Science Carnival. Volunteers must stay to help tear-down the event from 8 – 9 pm.

Pre-Event Logistics Positions, various times

Pre-Event Positions, from 1 pm to 3 pm

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, from 1 pm to 5 pm

Volunteer Items Distributor (8): Volunteers distribute pizza tickets, lab coats, logistics Science Carnival t-shirts, translator designee buttons, 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 Logistics Positions, from 3 pm to 9 pm (dinner provided)

Pizza Distributor (3): Volunteers will distribute the pizza dinner to all of the science activity volunteers between 5 pm and 7 pm

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 Supervisors (1): Volunteers 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.

Entrance Gate Monitor (1): Volunteers 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.

Parking Lot (4): Volunteers helps direct traffic coming into the parking lots and directing walking traffic to the location of the correct pathway to the Science Carnival. These volunteers must work together in pairs and stay together at all times.

VIP Student Check-in (3): Volunteers distribute lab coats to VIP Kids; ensure that VIP Kids sign-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. (Rio Vista Middle School faculty, administration and staff only)

Cotton Candy Distributor (4): Volunteers distribute cotton candy to attendees of the Science Carnival. This position will involve making the cotton candy as well.

Interviewers (2): Volunteers will approach families to ask them questions about their experience at the Science Carnival and ask for permission to use their quote on Science Carnival marketing materials.