

Expanding your Horizons North Florida Volunteer Opportunities 2015

PRIOR TO THE DAY OF THE EVENT

Set-up for material pick up from storage room @UNF Computer Science Building: (2 people)

- Help one afternoon prior to day of the event to pick up items from storage area and bring them to event storage room
- Requires light lifting

Marketing & Outreach: (Approx. - 10 people)

- Distribute program information throughout their workplace, school and/or community for event advertisement

DAY OF THE EVENT

(All volunteers for day of the event must try and attend the **volunteer orientation meeting**; all work shop leads and assistants will perform a dry run of the workshop at the orientation meeting)

Set-up for day of the event: (Approx. - 16 people)

- Rooms set up
- Direct traffic outside
- Place signs for event
- Set up registration station

Student Drop-Off Management: (Approx. - 3 people)

- Stand outside the University Center and ensure parents walk their kids to registration
- Direct parents and students inside to registration
- Answer questions as needed

Student Registration: (Approx. - 16 people)

- Find students on the registration list
- Confirm students have paid entrance fee
- Confirm parents have signed the waiver
- Give name tag and bag of goodies to students
- Provide Disciplinary notice to Parents
- Hand out T-shirts

Group Leader: (Approx. - 12 people)

- 2 Volunteers will be in charge of each group of girls for the day (groups will be 20-25 students)
- Guide students from room to room as the schedule indicates, and monitor them throughout the day
- Discipline any student(s) that misbehaves and/or take them to the registration desk
- Escort them to the Bathrooms (during workshops)

Student Workshop Assistant: (Approx. - 12 people)

- Assist the workshop lead during the workshop for 2-4 sessions

Workshop Lead: (Approx. - 6 people)

- Develop a training program for the workshop (work with the Co-lead) to ensure consistency in training (Initial lesson, hands on experiments, Q&A)
- Set up the workshop prior to each class
- Must attend the Orientation Meeting

Wrap-Up: (Approx. -16 people)

- Assist with packing items and moving them to cars as needed.
- Checking the students out to their parents/rides.

Student Sheriff: (Approx. - 3 people)

- Will be responsible for disciplinary actions if required during day of event
- Will require walking across the different rooms to maintain respect and order if required

STEM SME Table: (Approx. - 6 people)

- Discuss their respective discipline with the young girls and/parents if they have Motivate and provide information about STEM field

End of Event: (Approx. - 16 people)

- Unload all items back in the Storage area

Photographer: (6 people)

- Take pictures throughout the day for the specific workshop