



Volunteer Position Guide

Volunteer Positions: *When you arrive on the day of the event, please report to the Volunteer Check-In table in the South Pavilion, Hall D.* All volunteers should check-in at their designated shift start time.

Shift Designations are listed below:

Shift A: 7:00 am – 11:00 am

Shift B: 7:30 am – 11:30 am

Shift C: 8:30 am – 12:30 pm

Shift D: 9:30 am – 1:30 pm

Shift E: 10:30 am – 2:30 pm

Shift F: 11:00 am – 3:00 pm

The volunteer positions and responsibilities are listed below:

Position 1 – Safety Volunteers (shifts B & E – 30/shift):

- Ensures no student is injured
- Ensures safe passage of students from bus to West Pavilion and return
 - Pedestrian Pathway Monitor
 - Cross Guard
- Monitor perimeter doors into and out of West Pavilion
 - Allowing only those with JobSpark lanyards and/or JobSpark string bags in
- Position is entirely outdoor activity

Position 2 – Volunteer Check-In/Hospitality Volunteers (shifts A & E – 20/shift):

- Check volunteers in as they arrive
 - Provide every volunteer with a JobSpark lanyard
 - If volunteer is from IU Health – a badge scanner will be used to check in
- Connect volunteer groups with Volunteer Director of appropriate volunteer position
- Must understand and be able to articulate volunteer placement
 - Provide maps on where volunteers are to report for work
- Will ensure Volunteer Hospitality area is clean
- Ensures only volunteers are allowed into Volunteer Hospitality area
- Position is entirely indoor activity

Position 3 – Volunteer Directors (ALL DAY – 20/day):

- Escorts volunteer groups to appropriate volunteer activity location
- Acts as the point of contact for each volunteer position for the entire event
- Keeps a watchful eye over groups to fill in where needed
- Staff war room area in West Pavilion to address issues as they arise
- All day commitment required
 - Assigned to a specific volunteer position
 - Will work with a co-director for the volunteer position
- Position is an indoor and outdoor activity

Position 4 – School Check-In Volunteers (shifts B & C – 25/shift):

- Greet buses as they arrive
- Completes School Check-In form with teacher, gathering the following information:
 - Number of students
 - Bus number (confirm it will be same bus picking up students at end of event)

- School Name
- Teacher Name & Contact Phone Number
- Prior to unloading bus remind students/teachers of the following:
 - Each student will receive a string bag and a program booklet as they exit the bus. The program booklet should be used throughout the event.
 - Photography will be taken throughout the day
- Assist Student Flow Volunteers with distributing string bags as students exit bus
- Engage students in an initial BrainSpark activity
- Pass students off to Student Flow Volunteers
- Position is entirely outdoor activity

Position 5 – Student Flow Volunteers (shifts B-F – 100/shift):

- Meets students at bus and distributes string bag
- Escorts students through the experience (2 volunteers for approximately every 20 students)
- Will carry an identifying flag for color of school group being escorted from zone to zone
- Needs to be vocal, comfortable working with kids and supervising groups, and energetic/enthusiastic
 - Engage students in BrainSpark activities
- Position is an indoor and outdoor activity

Position 6 – Exit Area Volunteers (shifts E & F – 30/shift):

- Pack fruit into healthy snack bags
- Distributes snack bags to students/teachers as departing from West Pavilion
- Enthusiastically thank students/teachers for attending event
- Position is entirely indoor activity

Position 7 – Independent Volunteers (shifts B & F – 20-25/shift):

- Assigned to a cluster to assess the experience
- Photographers for capturing the event and showing operational side
- Willing to provide comments on observations of what worked well and areas for improvement
- Position is predominantly indoors but could have an outdoor aspect as well

Position 8 – Additional (Floater) Volunteers (shifts B & F – 100/shift):

- Ensures West Pavilion stays organized
- Identifies pinch points and helps move students to areas of lesser demand
- Fill in areas where volunteers numbers are low
 - Guidance will be given by Volunteer Directors
- Outside of restroom monitor
 - Ensures students return from restroom in a timely manner
- Engage students in BrainSpark activities
- Position could be indoor and/or outdoor activity

Position 9 – BrainSpark Volunteers (shifts B & F – 40/shift):

- Re-engage students by leading them through pre-determined BrainSpark activities
- Assist Student Flow Volunteers with transitions between Zones
- Needs to be vocal, comfortable working with kids, energetic/enthusiastic and knowledgeable of healthy lifestyles
- Position could be an indoor and/or outdoor activity

Position 10 – Industry Specific Cluster Volunteers (shifts B & F – 50/cluster/shift):

- Be knowledgeable of industry area you are representing
- Communicate industry specific skills, education needed, jobs available, etc.
- Assist Student Flow Volunteers while group is in your zone
- Comfortable working with kids, energetic/enthusiastic
- Assist cluster members with running hands-on activities, monitoring for safety
- Ensures activity instructions are properly given and being followed
- Monitors equipment/cluster assets that are to remain in the area
- Position will be an indoor activity
- Industry specific talking points will be provided