



VOLUNTEER GUIDE

WHAT: THE GULF COAST CHALLENGE COLLEGE & CAREER FAIR

WHEN: THURSDAY, OCTOBER 3, 2024 | 8:30AM-1PM (OPEN AT 7AM)

WHERE: MOBILE CONVENTION CENTER | SOUTH HALL - EXHIBIT LEVEL

Thank you for volunteering your time and taking a lead role in this valuable event. Your work will help ensure the experience is meaningful for our future workforce and that the Fair has its intended impact. To help you prepare, this guide and all handouts are available under the initiatives page of the SAWDC website at <https://sawdcalabamaworks.com/college-and-career-fair/>.

SHIFT 1: 8:10AM-10:45AM (CHECK-IN BY 7:55AM)

SHIFT 2: 10:45AM-1:15PM (CHECK-IN BY 10:30AM)

PARKING INFO:

- You can park under the Convention Center for \$10, spaces are limited. Directions to the Convention Center are attached.
- Or you can park at the Renaissance Riverview Plaza Hotel located at 64 S. Water Street for \$19.38.

VOLUNTEER CHECK-IN:

- Please check in at the volunteer table **15 minutes prior** to the beginning of your shift to obtain assignments for the day. The table is located outside of the Hospitality Rooms (107A & 107B).
- You will be provided with a name badge and a Gulf Coast Challenge College & Career Fair t-shirt when you check in for your shift.

VOLUNTEER DUTIES:

- A description of your volunteer duties is included below and is based on the position you signed up for at registration.
- For your specific station location, please refer to the attached Volunteer Station Map.

VOLUNTEER DUTIES (CONTINUED):

Volunteer Position	Station	Duties
Buses - Drop-off	1A	<ul style="list-style-type: none"> -We want you to be the HYPE for the event! -Upon the buses arrival, an event volunteer will enter the bus and brief all students on the following: <ul style="list-style-type: none"> -1. Welcome students to the Gulf Coast Challenge College and Career Fair -2. Provide students with brief overview of the event (a. They will exit the bus and go to the Exhibit Level where they will receive a backpack, b. They will start making their way through the <i>College Zone</i> and can ask questions about programs, scholarships, etc. c. Students will then move into the <i>Career Zone</i>, which has numerous local companies ready to introduce them to the various careers available to them upon graduation) -3. Thank you coming today and we hope you enjoy the Gulf Coast Challenge College and Career Fair -Have students exit the bus, where another volunteer will lead them to the <i>Staging Area</i>
Announcer - Entrance	1B	<ul style="list-style-type: none"> -Keep track of the time that each school enters the event (time starts when school arrives at the bag distribution area) -Relay each start time to the <i>Exit Announcer</i> via walkie talkie -Make sure bus drivers know to come back at the correct time (60 minutes/school)
Staging Area	1C (1-4)	As students exit the bus, direct them into the Convention Center and to the <i>Bag Distribution Station</i> on the Exhibit Level
Bag Distribution	2A	<ul style="list-style-type: none"> -Hand each student a backpack -Direct students to <i>College Zone</i>
College Zone	3A-3B	<ul style="list-style-type: none"> -Guide students through the <i>College Zone</i> (i.e. help move the students along the path so they are not standing around and visiting) -Keep in mind that students only have 60 minutes/school to visit both zones -Encourage them to visit with college professionals
Career Zone	4A-4C	<ul style="list-style-type: none"> -Guide students through the <i>Career Zone</i> (i.e. help move the students along the path so they are not standing around and visiting) -Keep in mind that students only have 60 minutes/school to visit both zones -Encourage them to visit with career professionals
Exit	5A	<ul style="list-style-type: none"> -At the end of the allotted time (60 minutes/school), direct students out of the event + encourage them to complete the Student Survey by scanning the QR code -Keep in mind that teachers/counselors are responsible for escorting the students back to the buses.
Announcer - Exit	5B	<ul style="list-style-type: none"> -Listen for the start time for each school from the <i>Entrance Announcer</i> via walkie talkie -At the end of the allotted time (60 minutes/school) for each school, make an announcement prompting that school to exit the event via intercom
Buses - Pick-up	9	Assist teachers/counselors in re-loading students on the correct bus
Runners	8	Circulate during the event and serve as "go-to" volunteers for exhibitors (and participants if needed)
Employer Hospitality Room (Rooms 107A & B)	7	<ul style="list-style-type: none"> -Ensure employer needs are met -Maintain friendly, clean hospitality area -Deliver beverages to employers, if needed
Volunteer Check-In	6	Assist volunteers with check-in process, provide with a name badge & t-shirt, and direct to assigned task

SHOULD YOU NEED ASSISTANCE OR SUPPORT DURING THE EVENT, PLEASE CONTACT US:

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