



Volunteer Position	Volunteer Duties
Buses - Drop-off	<ul style="list-style-type: none"> <li>-We want you to be the HYPE for the event!</li> <li>-Upon the buses arrival, an event volunteer will enter the bus and brief all students on the following:               <ul style="list-style-type: none"> <li>-1. Welcome students to the Gulf Coast Challenge College and Career Fair</li> <li>-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)</li> <li>-3. Thank you coming today and we hope you enjoy the Gulf Coast Challenge College and Career Fair</li> </ul> </li> <li>-Have students exit the bus, where another volunteer will lead them to the <i>Staging Area</i></li> </ul>
Announcer - Entrance	<ul style="list-style-type: none"> <li>-Keep track of the time that each school enters the event (time starts when school arrives at the bag distribution area)</li> <li>-Relay each start time to the <i>Exit Announcer</i> via walkie talkie</li> <li>-Make sure bus drivers know to come back at the correct time (60 minutes/school)</li> </ul>
Staging Area	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	<ul style="list-style-type: none"> <li>-Hand each student a backpack</li> <li>-Direct students to <i>College Zone</i></li> </ul>
College Zone	<ul style="list-style-type: none"> <li>-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)</li> <li>-Keep in mind that students only have 60 minutes/school to visit both zones</li> <li>-Encourage them to visit with college professionals</li> </ul>
Career Zone	<ul style="list-style-type: none"> <li>-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)</li> <li>-Keep in mind that students only have 60 minutes/school to visit both zones</li> <li>-Encourage them to visit with career professionals</li> </ul>
Exit	<ul style="list-style-type: none"> <li>-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</li> <li>-Keep in mind that teachers/counselors are responsible for escorting the students back to the buses.</li> </ul>
Announcer - Exit	<ul style="list-style-type: none"> <li>-Listen for the start time for each school from the <i>Entrance Announcer</i> via walkie talkie</li> <li>-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</li> </ul>
Buses - Pick-up	Assist teachers/counselors in re-loading students on the correct bus
Runners	Circulate during the event and serve as "go-to" volunteers for exhibitors (and participants if needed)
Employer Hospitality Room	<ul style="list-style-type: none"> <li>-Ensure employer needs are met</li> <li>-Maintain friendly, clean hospitality area</li> <li>-Deliver beverages to employers, if needed</li> </ul>
Volunteer Check-In	Assist volunteers with check-in process, provide with a name badge & t-shirt, and direct to assigned task