

# Volunteer Worker Job Descriptions and Information

Gulf Coast Odyssey of the Mind

**ALL VOLUNTEERS MUST CHECK-IN IN THE CAFETERIA 15 MINUTES PRIOR TO THE START OF THE SHIFT. THIS ALLOWS TIME TO CHECK-IN AND REPORT TO THE PROPER LOCATION ON TIME.**

If workers do not check-in by the shift start time the team will be placed on the team contact board and could receive a penalty. Please check the team contact board at the registration table regularly.

Friday Set Up – You will assist with setting up the night before the competition. This includes a variety of jobs from moving materials from the trailer, setting up the site with signs, moving furniture, and labeling and filling packets for coaches and teams.

Parking Monitor- Direct vehicles and trailers where to park and/or unload. You will also ensure no vehicles park in a loading/unloading zone. You may not leave your location until you have been relieved. Please pass the lanyard and badge to your relief person.

Information/Registration/Volunteer Sign In - You will assist coaches as they register & sign in their teams. This includes obtaining contact information for coaches and handing out team packets. You will also assist volunteer workers to sign in, help volunteers understand their duties, and where their work area is located.

Door Monitors – You will stand outside the door of a performance site and ensure that there are no disruptions and that no one enters after performances have started. You may not leave your post until you have been relieved by the next volunteer. Once relieved of your time you will pass the lanyard to the next person. If you are the last door monitor for a site you may be asked to help with tear down, straightening the room or returning things to registration.

**Lanyards need to be returned to the Info desk.**

Merchandise Sales – You will assist with replacing stock and keeping the merchandise in order. You will also help people with purchases. If you are the last person on the schedule you will be asked to help pack up and possibly move things to the trailer.

Food Sales – You will assist with serving and the sale of food. If you are working the last shift on the schedule you will be asked to help pack up and possibly move things to the trailer.

Omer Fest Bounce House Coordinator and volunteers - The coordinator will check in the volunteers and make sure a volunteer is present at all times. The volunteers need to monitor the flow of kids in & out of the bounce houses. Make sure kids remove shoes, no gum is allowed, no items in their hands, and behave safely. Remember to be as kind as possible. Ensure water/cups/garbage are available for use.

Judge Hospitality – You will organize and keep food replenished in the judge hospitality area. The last worker of the day may be asked to help pack up and clean the rooms. Only officials may enter the judge's hospitality room.

Location Clean Up/Pack Up - You will be helping to clean the campus areas during and before and after the awards ceremony. This may include removing signage, general cleaning, and assisting with loading all Odyssey of the Mind material into the storage trailer.

Gate Monitor - You will be outside the gate and ensure that there are no disruptions and that no unauthorized people enter. Once relieved of your time you will pass the lanyard to the next person.

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