

DIRECTIONS TO ALL WORKERS:

- Thank you for volunteering. You are key to a successful tournament and 1,000 young people have been looking forward to this tournament for months.
- You are to check in (at worker check-in in cafeteria) **BETWEEN 10 AND 15 MINUTES BEFORE YOUR SCHEDULED ASSIGNMENT.** For example, if your assigned time is 6:45am, please plan to arrive about 6:30am, so we have time to train you before the coaches “mob” us.
- If you find you can no longer fulfill your shift, please contact the coach of the team so someone else can take your place.

2019 Odyssey of the Mind Worker Assignment Descriptions

Friday Set Up

- You will be assisting in the general set up for the tournament. All set up jobs are scheduled for Friday evening. You will assist as needed and duties may include: moving in materials from trailer, setting up site location with signs, moving furniture, labeling/making packets for coaches and teams, and putting together thank you goodie bags. If your shift starts at 4:00pm, don't arrive before 3:45, please.

Bounce House

- You will be responsible for monitoring the bounce houses.
- Make sure the children are taking turns.
- Keep the number of children in/on the inflatable to a safe amount.
- Train your replacement before you leave.

Clean Up

- Your job will be to help clean and pack up toward the end of the tournament. You will be responsible for breaking down and packing up tournament materials. Your jobs may include: moving materials to OM trailer, removing signage, packing, and general clean up.
- Your job will include picking up any trash that you see throughout the campus. If you see garbage cans that are overflowing, please report back to the Information/Volunteer table in the cafeteria so that the maintenance team can be notified. Please encourage teams to use the dumpsters.

Coach Check In (Steps 1 and 2)

- You will be helping with the check in procedures for coaches.

Door Monitors – All competition sites – THIS MUST BE AN ADULT VOLUNTEER.

- Your job is to monitor the entry door for spectators entering a specific performance area. PLEASE VERIFY THAT YOU ARE IN THE CORRECT LOCATION BY FINDING THE WORKER LIST POSTED ON THE AUDIENCE ENTRANCE TO THE COMPETITION SITE. YOUR NAME SHOULD BE ON THAT LIST. Introduce yourself to the head judge or timekeeper judge. It is very important that nobody enters the room once the performance has begun. It is also important that during performances the hallway near the performance area is quiet. You will need to remind people in the area that performances are happening and it must remain quiet.
- You will receive a signal from a judge (usually the timekeeper) in the room when the performance is about to begin and the door should be closed. You can open the door after the performance when you hear applause.
- Door monitor position times will overlap by 15 minutes. This is to ensure that the door has continual coverage. Your shift ends AFTER you've trained the next volunteer to arrive. Please inform the head judge that a change is occurring.

Elevator Monitor

- You will monitor use of the elevator. Authorized personnel and handicapped only. You may want to bring a chair.

Food Runner

- You will run food between the grill and the cafeteria where it will be sold.

Food Sales

- You will be assisting with the sale of food in the cafeteria.

Judges Hospitality

- You will be assisting in the hospitality room which is where the judges come for lunch, snacks, and breaks. You will assist as needed.

Parking – Front of School

- You will be monitoring the area in the front of the school to ensure that no one parks in the road in this area. The area is meant for loading and unloading of props only. Parking is only allowed in marked spaces. Please remind vehicle owners that they may not park in this area. You can direct vehicles to the parking lot by the gym. Please pick up trash and help to keep the area clean.

Parking – Back of School

- You will be monitoring the area in the back of the school near the sports fields to ensure that no one parks on the road in this area. The area is meant for loading and unloading only. Parking is only allowed in marked spaces. Please remind vehicle owners that they may not park in this area. Please pick up trash and help to keep the area clean.

Parking Fee Collector

- You will be collecting \$2 per vehicle as vehicles enter the Cypress Creek School campus.
- You will give each driver a parking pass.
- You may want to bring a lawn chair for the slow times.

Sales

- You will be assisting with sale of OM merchandise. This may include replacing stock, organizing merchandise, and helping customers with selections.

Spontaneous Guard

- You will be positioned upstairs in building 4 ensuring that no one enters any areas that are reserved for spontaneous. You may want to bring a chair.

Stadium Gate Guard

- You will ensure that no one goes through the gate near the sports fields. The only people passing through this gate should be the food runners. You may want to bring a chair.

Worker Check In/Information Table

- You will be helping with the check in procedures for all of our volunteer workers. Volunteers can check in no earlier than 15 minutes prior to the start of their shift.
- You will assist in answering any and all questions from coaches, teams, and families.