

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 15 AND 30 MINUTES BEFORE YOUR SCHEDULED ASSIGNMENT. If your assigned time is 7:00am, please plan to arrive about 6:50, 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.

2018 Odyssey of the Mind Worker Assignment Descriptions

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, putting together PVC pipe holders for banners, labeling and 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.

Bus Loop – Front of School

- As a bus loop monitor you will be monitoring the area to ensure that no one parks in this area. The front of the school faces Wells Road. 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.

Bus Loop – Parking Lot/Gym

- As a bus loop monitor you will be monitoring the area to ensure that no one parks in this area. The area that you are monitoring is right in front of the gym. 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. Please pick up trash and help to keep the area clean.

Clean Up

- You will receive a garbage bag and gloves at the volunteer sign in table. Your job is to pick 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.
- You will also be responsible for checking the restrooms in each building throughout the campus to ensure that there are enough supplies. Please report back to the Information/Volunteer table if the restrooms need supplies so that maintenance can be notified.

Coach Check In

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

Volunteer Check In/Information

- You will be helping with the check in procedures for all of our volunteer workers. Volunteers can check in no earlier than 30 minutes prior to the start of their shift.
- You will assist in answering any and all questions from coaches, teams, and families.

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 30 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.

Games

- You will be responsible for monitoring the bounce houses. You will check in with an Odyssey official at the bounce house area who will assign your specific location.

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.

Sales

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

Pack Up

- You will be responsible for breaking down and packing up tournament materials. Your jobs may include: moving materials to OM trailer, breaking down banner poles, removing signage, packing, and general clean up.

Zone Monitor 1

- You will be responsible for monitoring one half of the Weightman campus. The Spontaneous building is off limits to everyone. There will be teams and families at the front of the building as teams enter and exit the competition site but there should be no one walking around the sides or back of building 600.
- You will also be responsible for confirming that all doors of performance rooms in buildings 300 and 400 have a door monitor present. The door monitor is the person that stays outside the performance room to ensure that no one enters while a performance is happening.
- Please also periodically check the bathrooms in these buildings. You will be continually monitoring these areas throughout your shift.
- Please report back to the Information/Volunteer table in the cafeteria every 30 minutes during your shift.

Zone Monitor 2

- You will be responsible for monitoring one half of the Weightman campus. You will be responsible for confirming that all doors of performance rooms in buildings 200 and 800 have a door monitor present. The door monitor is the person that stays outside the performance room to ensure that no one enters while a performance is happening.
- Please also periodically check the bathrooms in these buildings. You will be continually monitoring these areas throughout your shift.
- Please report back to the Information/Volunteer table in the cafeteria every 30 minutes during your shift.