

**Volunteer Worker - Job Descriptions and Information
Gulf Coast Odyssey of the Mind - 2020**

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. Teams should check the team contact board at the registration table regularly.

Back Road - The traffic on this road is one way only and vehicles may stop to unload but they may not stop for longer than a few minutes. You will monitor the road that runs behind the school to ensure that the vehicles are traveling in the proper direction and not parking on the road.

Clean up – You will be helping to clean the campus at the end of the day. This may include removing signage, general cleaning, and assisting with loading all Odyssey of the Mind materials into the storage trailer.

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. 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.

Elevator - You will monitor the elevator to make sure that teams only use the elevator for heavy props and that not all props are not loaded onto the elevator. If props are on wheeled carts and thus difficult to navigate the stairs, the elevator may be used. It is also for handicapped individuals.

Food Sales – You will assist with serving and the purchase 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.

Judge/Coach Hospitality – You will organize and keep food replenished either in the judge hospitality area and/or in the coach hospitality room. The last worker of the day may be asked to help pack up and clean the rooms.

Judges' Lunch – You will help to serve lunch to the volunteer judges or staff the judges only elevator area.

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.

Parking/Pay Station - Collect \$2 payment from all vehicles entering the parking lot and direct vehicles and trailers where to park and/or unload. Some vehicles will already have parking passes which have been presold.

Registration - Coach #1/Coach #2 - You will assist coaches as they register/sign in their teams. You will obtain contact information for the coaches and give the team packets to coaches.

Set Up – You will assist with set up the night before the competition. Check carefully for start time because there are three different set-up start times. This includes a variety of jobs from moving in materials from the trailer, setting up the site with signs, moving furniture, putting together PVC pipe holders for signs, and labeling and filling packets for coaches and teams.

Volunteer Sign In/Information - You will assist the volunteer workers to sign in, understand their duties, and report to the correct area.

Zone Monitor - We are guests on the Cypress Creek campus and therefore we want to leave it clean. There are only two custodians and LOTS of people. You will be given trash bags and gloves to assist with picking up trash and disposing of it. You will check restrooms for supplies and report back to registration so the custodian can be called to replenish supplies. You will monitor the campus and report anything unacceptable back to registration.

Thank you for
volunteering!!!!

