

# VOLUNTEER OPPORTUNITIES

## **ART SHOW COORDINATOR:**

This job requires self-motivation. The convention coordinator will not be handling any of the registrations or details of this job. The CC will be available to assist with questions before, during and after the convention, but the Art Show Coordinator will be responsible for all details regarding the show.

An online registration link will be made available to participants at [www.ndhsa.org](http://www.ndhsa.org). The Art Show Coordinator will be given access to the registrations via the website in order to retrieve participant information. Some participants will still want to register by phone or email.

- Willing to provide contact info/email address for convention publicity
- Willing to handle pre-convention registrations by email or phone
- Design and print Art Show Participation certificates (may purchase pre-made or make your own)
- Purchase prizes and ribbons for winners (may pre-purchase prizes or may acquire gift certificates from vendors at the convention. All purchases will be reimbursed by NDHSA.)
- Turn in receipts for purchases to NDHSA Office Administrator.
- Design and print "Do Not Touch", participant name cards with art medium, age categories and any other needed signage.
- Should be available at venue on Thursday afternoon
- Ensure tables are set up at designated Art Show area
- Place signage and name cards at appropriate places on tables.
- Supervise and assist participants as they setup their art pieces
- Secure three judges for the event and give instructions
- Provide judging ballots
- Tabulate ballots and determine winners
- Troubleshoot any questions, problems, missing tables, etc.
- Inform participants and parents of closing pick up times and procedures
- Ensure area is cleaned up at closing of exhibit
- May be asked to make awards presentation during final keynote session
- Get awards and participation certificates to each participant
- Bring any left behind items to Convention Coordinator following convention

## **AV/TECH SUPPORT:**

Three technicians needed. Must be at least 18 years old and very responsible. Must possess knowledge of sound equipment and/or computers and LCD projectors

- assist speakers in connecting laptops to projectors if needed
- troubleshoot any technical issues as they arise
- must be able to be in contact with Convention Coordinator via cell phone at all times and able to assist at a moment's notice (usually just at beginning of sessions as speakers encounter issues with equipment)
- one person also needed to run PowerPoints/MovieMaker/slideshows during keynotes

### **9-12 YEAR OLD CLASSES HELPERS:**

Must be at least 14 years old. Should be friendly and stern at the same time. This is not a time to visit with friends. Volunteers can sign up for as many or few sessions as they'd like.

- Help with students as they come in; first-come, first-served basis for 30 students each class
- Crowd control (ensure children don't leave the room or are messing around)

### **CHILDREN'S PROGRAM CORDINATOR:**

This position requires someone that can handle chaos! They should be friendly and stern at the same time. They must be able to resolve conflicts with parents if something goes wrong or there is an issue with a child. They must be able to organize and supervise their volunteer staff.

Must be at least 18 years old and very responsible.

- Create a volunteer schedule signup sheet (pre-convention)
- Secure volunteers to fill time slots (Convention Coordinator may assist with finding volunteers)
- Supervise volunteer staff and ensure they arrive early for each session
- Determine and discuss sign-in/out procedure with Convention Coordinator (pre-convention)
- Set up registration table area for sign-in/out of children
- Visit with the speaker(s) about their expectations and needs
- Oversee sign-in and sign-out of children
  - parents or older sibling must sign-in each child and pick up each child
  - put parent's phone number on child's nametag
- Crowd control (ensure children don't leave the room or are messing around)
- Assist with bathroom breaks (will need to follow safety/accountability procedures)
- HAVE FUN!

**CHILDREN'S PROGRAMS & SING-ALONG/STORYTIME HELPERS:** (There are a variety of children's programs and sessions. Detailed list on actual Sign Up page.)

This position requires someone that can handle chaos! They should be friendly and stern at the same time. They must be able to resolve conflicts with parents if something goes wrong or there is an issue with a child. Volunteers must be at least 13 years old and very responsible. This is not a time to visit with friends. Volunteers can sign up for as many or few sessions as they'd like.

- Oversee sign-in and sign-out of children
  - parents or older sibling must sign-in each child and pick up each child
  - put parent's phone number on child's nametag
- Crowd control (ensure children don't leave the room or are messing around)
- Assist with bathroom breaks (will need to follow safety/accountability procedures)
- HAVE FUN!

### **CHOIR DIRECTOR:**

- Select songs to be performed (by end of November?)
- Approve songs with Convention Coordinator
- Allow contact info/email address to be published in convention materials
- Send paper copies of songs before the convention to those without internet access
- Determine convention practice schedule (usually one hour on Thursday and one hour on Friday/TBD) to be published in pre-conference book (by early December?)

- Secure pianist or digital accompaniment
- Arrange for piano (if needed) with Convention Coordinator
- Arrange for risers or staging with Convention Coordinator
- Bring black folders (if desired) for holding song selections
- Bring 3-hole paper punch
- Bring extra copies of songs (people will forget theirs)
- Hold choir practices during convention
- Perform songs at determined keynote address

#### **FREE BOOK TABLE COORDINATOR:**

This person will keep the Free Book Tables organized throughout the convention. It requires initially setting up the area following the UBS and then occasionally checking the area to reorganize the tables throughout the convention. **MUST NOT BE A HOARDER...ha!**

- Be available following UBS
- Assist sellers as they bring their free items
- Organize items into sections (curriculum, literature, dvds/videos, etc)...this can be done throughout the convention
- Discard items as you determine
- Keep area organized (remove clutter and boxes as they empty)
- Clear area following convention. Items will need to be boxed up and taken to designated trash area as determined by venue staff.

#### **FOOD SERVICE COORDINATOR:**

The coordinator would be responsible to do the following jobs or secure volunteers (via online signup, etc.) to do so. Jobs would include setting up food station areas, hosting meal events, restocking snacks, etc. This job would require several assistant volunteers. These job requirements may change dependent upon the venue regulations and options. Some venues do not allow outside food to be brought in. Some venues supply the staff to run the lunch stations, etc. So, this will vary from year to year.

- Secure two volunteer helpers. May be your friends/family or volunteers from registration forms.
- Purchase beverage and snack items for vendor/speaker hospitality room. Submit receipts to convention coordinator. (Conv. Coord. can purchase items if this is preferred.
- Set up vendor/speaker hospitality room and RESTOCK as needed.
- Assist with preparation of Support Group Leaders (SGL) event at convention (Thursday evening).
- Set up and supervise serving table.
- Be responsible for set up of serving tables and hosting of noon lunches on Friday and Saturday of convention. This involves restocking food (if caterer does not), collecting lunch tickets, cleanup of area, communicating with caterer, etc.
- **May** be given responsibility of contacting caterer a week in advance to confirm delivery/pickup of food, etc.
- **May** need to purchase and deliver to venue the drinks and desserts for each event. Can be purchased from WalMart, Sam's, local grocery store, etc. Submit receipts for reimbursement.
- Make lemonade in Igloo cooler dispensers (when needed and allowed) for lunches.
- Set up coffee and water stations (when and where allowed)...dispensers, cups, etc.
- Be responsible to make coffee (when allowed) and fill water coolers and replenish as needed.

### **RECORDING BOOTH COORDINATOR:**

This person must be tech savvy. Must have a knowledge of recording equipment and computer audio programs. He/she will be in contact with our recording company (ALLIANCE RECORDINGS) via email/phone before and after the convention.

- Setup computer program database (via Convention Coordinator and Alliance Recordings rep)
- Setup convention booth on Thursday afternoon/evening
- Be able to be at recording booth throughout convention
- Assist attendees with recording orders at booth
- Give training to recording assistants
- Ensure recording devices are ready to go each day
- Upload recordings to computer program at end of each day
- Troubleshoot any issues with recording devices, microphones, etc.

### **RECORDING ASSISTANTS:**

Volunteers must be at least 15 years old and VERY RESPONSIBLE! This is one of the most important jobs of the convention. If mistakes are made, sessions don't get recorded and that causes problems!

- need to be available the entire convention
- accountable to Recording Booth Coordinator
- be available for a SHORT training session on Thursday afternoon/evening or Friday morning
- will start and stop session recording
- fill out recording sheets (name of speaker and time recording started and stopped)
- help speakers get recording microphones on if needed
- contact Recording Coordinator, AV Techs or Convention Coordinator with any problems
- pick up recorders each morning and take to workshop areas
- collect recorders at end of each day and deposit with Recording Coordinator at recording booth

### **SILENT AUCTION COORDINATOR:**

Coordinator would be responsible for details listed below. Helpers will be available to assist. Convention Coordinator will supply the needed bidding sheets, etc. Must be 18 years or older.

- Create volunteer signup sheet (OR Convention Coordinator may supply)
- Assist with setup of auction items on Friday morning (possibly Thursday evening)
  - receive items from people on Friday morning and label for display
- Prepare bidding sheets
  - write item info on sheet
  - number the bidding cards
- Register bidders and ensure bidders fill out bidding cards correctly
- Supervise auction
  - sit at auction area to supervise and assist bidders (volunteers as needed)
  - make copies of bidding sheets as needed
- Close out auction
  - gather bidding sheets and determine auction winners
  - collect money from winners
  - ensure items are collected

### **SILENT AUCTION HELPERS:**

Volunteers can sign up to assist coordinator with listed responsibilities as needed for an hour at a time. Time sign-up sheet will be available at the convention. Must be 16 years & up.

- Assist with setup of auction items on Friday morning (possibly Thursday evening)
  - receive items from people on Friday morning
  - label item for display and place on table
- Register bidders
  - ensure bidders fill out bidding cards correctly
- Supervise auction
  - sit at auction area to supervise and assist bidders (volunteers as needed)
  - make copies of bidding sheets as needed
- Close out auction
  - gather bidding sheets
  - determine auction winners
  - collect money from winners
  - ensure items are collected

### **SPEAKER ASSISTANTS:**

These volunteers would each be assigned to one featured convention speaker. Will need male and female volunteers. Must be at least 16 years old and very responsible. Assistants will basically "chaperone" their speaker for the duration of the convention.

- Assist speaker with any booth setup needs.
- Escort speaker to/from workshop rooms.
- Stay in workshop room as requested by speaker
- Bring speakers noon lunch to their booth or escort them to lunch area.
- Assist with workshop handouts if necessary.
- If possible, could transport speaker to/from hotel.

### **TRANSPORTATION COORDINATOR(S):**

This volunteer would oversee transportation needs for speakers and vendors. Many will rent their own cars when flying to ND, but there are usually 3 or 4 speakers needing assistance with transportation. The coordinator may do the pickups himself or secure volunteers to assist. May also supply extra vehicles if available for speakers to use. The Convention Coordinator will notify the Transportation Coordinator of speakers' travel needs and possible volunteers.

- Secure volunteers to assist with transportation needs.
- Must follow ethical procedures when transporting member of the opposite sex (for example: only a woman can transport a woman or will need two people, preferably husband and wife or brother/sister, to transport a lone female/male), etc.
- Responsible for airport pickup of speakers, as needed on Thursday. This sometimes involves traveling to or arranging pickup at distant airports (when convention is in Jamestown, several speakers fly into Fargo).
- Responsible for securing rides back to airports, as needed...usually on Sunday morning.
- Coordinate and supply shuttle to/from hotels to convention venue for speakers and vendors. This may involve early mornings (8:00 AM) and at close of convention day (6:00 PM) as well as trips in between. Not all will have the same schedule.
- Some may request transport to and from a local restaurant for evening meal.

### **USED BOOK SALE COORDINATOR:**

This position requires some pre-convention organizing. This person will run the UBS. The Convention Coordinator will not necessarily assist during the convention but will be available for questions.

Volunteers will assist UBS Coordinator with listed duties as needed.

Volunteers are needed to help sellers with haul in on Thursday afternoon and haul out following sale.

- be in contact with Conv. Coord. before convention to make booth name cards
- design and print booth name cards before convention
- arrange booths/tables on Thursday afternoon
  - tables and chairs will already be set up in the area...just need to arrange
- put seller name cards on booths/tables
- ensure buyers don't enter area early
- Collect money from sellers that haven't paid fees. Give money to convention registration table coordinator.
- close sale
  - give 15 minute "warning" announcement of closing
  - encourage people to make final purchases
  - give 5 minute "warning" announcement of closing
- "push" sellers to get their leftover items packed up quickly and clear the area promptly
  - some sellers and shoppers want to loiter...you'll need to be gentle but stern...ha
  - direct sellers to take their items for FREE TABLES to that area
  - ensure book sale area is cleared of garbage, boxes, etc.

### **USED BOOK SALE HELPERS:**

Volunteers will assist UBS Coordinator with listed duties as needed. Must be at least 16 years old.

Volunteers are needed to help sellers with haul in on Thursday afternoon and haul out following sale.

- assist sellers with carrying in and out of boxes
- ensure buyers don't enter area early
- crowd control
  - ensure people don't block aisles
  - ensure children are controlled and not messing around at booths
- --direct sellers to take their items for FREE TABLES to that area
  - ensure book sale area is cleared of garbage, boxes, etc.

### **VENDOR HALL COORDINATOR:**

The vendor hall coordinator will need to be outgoing and friendly. Must be a quick problem solver and able to resolve conflicts tactfully...not offending vendors. He/she will be on his/her feet for most of the day and will need to be physically able to do the job.

- Arrive at venue on Thursday at noon
- Ensure vendor hall is set up according to plan
- Troubleshoot any misplaced booths, missing requests (tables, linens, etc.)
- Greet each vendor and give vendor packets
- Establish relationships with vendors...be friendly (we want them to come back!)
- Organize volunteer setup and tear down crews
- Provide info about vendor lounge area

- Ensure lounge area is stocked with supplies on a regular basis (specific volunteer may be secured)
- Ensure vendors get their pre-ordered lunches
- May invite vendors to gather together at a local restaurant for Friday evening meal which he/she hosts.
- May help with initial planning and arranging of booths before convention if the convention coordinator desires.

#### **VENDOR SET UP HELPERS:**

Must be at least 16 years old.

- Arrive at venue around 3:00-- 4:00 PM on Thursday. Vendors are able to unload from 2:00— 9:00 PM.
- Assist vendors with hauling in their products.
- Should be able to lift boxes, crates, etc.
- Accountable to Vendor Hall Coordinator

#### **VENDOR TEAR DOWN HELPERS:**

Must be at least 16 years old.

- Should be available from 5:30—7:00 PM on Saturday evening.
- Assist vendors with loading up their products.
- Should be able to lift boxes, crates, etc.
- Accountable to Vendor Hall Coordinator

#### **VENDOR BOOTH HELPERS:**

This position will require missing out on workshops. Will sign up for one day at a time with one vendor. Volunteers should be outgoing and friendly. Must be at least 16 years old.

- Must be available to supervise a speaker's booth while they are doing workshops
- May need to sell and explain their products
- Will require a short training session (15 minutes) with the vendor on Thursday afternoon/evening (arrangements may be made for Friday morning)
- May involve handling money/making change/running POS system

## **VOLUNTEERS**

**There are several “perks” to volunteering depending on the number of hours donated. Some will receive:**

- **reduced or free convention registration**
- **free noon lunches**
- **free accommodations**
- **Volunteers donating at least three hours will receive a free “Convention Crew” t-shirt.**

**To volunteer, please follow the link provided under the “Volunteer Signup” popout. You will be taken to a “SignUp Genius” account. (Link will be posted soon! Please check back in a few weeks.)**

**Thank you for volunteering and helping us make this convention run smoothly.**