

## **Volunteer Job Descriptions 2010**

### **FRIDAY NIGHT SET UP**

The school sites need to be prepared for the tournament. Wear casual clothes as you will be moving tables and desks and setting up chairs or preparing food. Please check in at room E1 where you will be directed to a specific site. If you finish in one area before your two hours are up, please report back to E1 for further assignment. For a map of the school [click here](#). The parking lot is accessed from Washington St.

### **SATURDAY MORNING SET UP**

You will check in at the Check In table (and/or help set it up) by the main parking lot and then help with setting up a few tables and taping up signs. If the first shift can get there a little before 7 that would be appreciated.

### **CHECK IN**

This is the main table where all coaches check in and all volunteers check in before reporting to their specific sites. Information and procedures will be explained when you report. You will do the same for the volunteer who replaces you. Lost and Found and the first aid kit will be located here. The tentative location for this table is between the Main Gym and E Wing. However, if we have rain it may be moved to the Multi-Purpose room. If the first shift can get there a little before 7 that would be appreciated. Please dress for outdoor conditions.

### **DROP-OFF ZONE TRAFFIC MONITOR - BELLOMY ST.**

These volunteers will monitor the 5 or 6 parking spaces on Bellomy St. that are just in front of the gate entering the campus. We are reserving the spaces for teams to park for 10 minutes to unload and load their props. We are planning to have orange cones to mark off the spaces and, hopefully, orange safety vest for the volunteer to wear to identify you as an official. The first volunteer of the day will pick up the orange vest at check-in and then pass it on to each successive volunteer. The last volunteer will bring the vest back to check-in. Please dress for the weather, as you will be outside. You will be informing drivers of the 10 time limit.

## **DROP-OFF ZONE TRAFFIC MONITOR – PARKING LOT**

These volunteers will monitor a drop-off zone in the main parking lot. We are reserving an area for teams to park for 10 minutes to unload and load their props. We are planning to have orange cones to mark off the area and, hopefully, orange safety vest for the volunteer to wear to identify you as an official. The first volunteer of the day will pick up the orange vest at check-in and then pass it on to each successive volunteer. The last volunteer will bring the vest back to check-in. Please dress for the weather, as you will be outside. You will be informing drivers of the 10 time limit.

## **DOOR MONITOR-LONG TERM PROBLEM SITES**

This person stands at the audience entrance to the assigned site. As the timekeeper begins announcing each team, door monitor closes audience entrance and does not allow anyone to come in during the performance. After the performance, when the judges begin talking with the team, open the audience entrance. Keep open until next performance is announced. This position does get to watch performances. Do not leave until replaced. For some of the sites each team will be providing a door monitor for the team that follows them. However, for the 2 gyms there will be an additional scheduled volunteer door monitor because there are 2 doors that need to be monitored.

## **SPONTANEOUS CHECK-IN & RESTRICTED AREA**

### **MONITOR: A Wing**

All teams will do spontaneous in A Wing buildings. They will be checked in at desk at the gate (*or inside the Multi-Purpose room if we have a lot of rain*). Volunteers in this area will help check-in teams, hand them off to holding room escorts and assure that only team members enter the restricted area. Please dress for outdoor conditions.

## **JUDGES' HOSPITALITY: Room E1**

We provide a continental breakfast buffet and a full lunch for all judges who are there all day (*not 2-hour volunteers*). After checking in, volunteers will report to room E1. You may be asked to:

- \*set out food buffet/make up trays
- \*take food to outlying sites
- \*during lunch, fill in buffet
- \*clean up after all have eaten

Note that judges start check in at 7:00 am for pre-competition meetings so breakfast will need to be ready before 7:00 a.m. Only judges wearing officials t-shirts are to be served. Please do not allow others to enter the judge lounge, to ensure we have enough food for our hard working judges.

## **FOOD SALES: Next to Room C5**

*(This location may be changed if the weather is bad.)*

There is a food sales table which will be just outside room C5. Beverages (coffee, hot chocolate, water, soda) and snacks (donuts, bagels, muffins, chips, cookies, and chips) are sold. Price lists are supplied. Monies should not be mixed with Souvenir Sales! When you report to Food Sales, the person you are relieving should explain where things are and any procedures. You will do the same for the person after you. Please dress for outdoor conditions.

## **SOUVENIR SALES: Next to Room C5**

*(This location may be changed if the weather is bad.)*

Souvenirs are sold near the food sales. All items and price lists are provided. The money should not be mixed with food sales money! When you check in, the person you are relieving should explain where things are and any procedures. You will do the same for the person after you. Please dress for outdoor conditions.

## **AWARDS CEREMONY SET UP & TRAFFIC**

These volunteers will help set-up for the awards ceremony by moving tables and setting out the awards from 3:15 to 4:15. Teams will assemble in the Amphitheater area around 4:15. (*if we have severe weather we may move the pre-assembly of teams to the auxiliary gym.*) The traffic control volunteers will help teams line up behind their school signs in alphabetical order for the procession into the Gym for the Awards Ceremony. They will also direct all non team members or coaches to take a seat in bleachers in the Gym. Once the announcer starts calling the team names you will lead the procession into the gym and each of the 4 volunteers will stand at the corners of the gym floor directing the parade of teams around the perimeter and to their seats on the gym floor.

## **GENERAL CLEAN-UP**

Volunteers will put away tables and chairs and take down signs posted around campus before the Awards Ceremony. You will also check the campus for Lost and Found items and trash. You may also be asked to help the Spontaneous Problem Captain re-set the Spontaneous classrooms.

## **AWARD CEREMONY CLEAN-UP: Main Gym**

Following the awards ceremony volunteers will check the bleachers and gym floor for lost and found and trash, take down the awards tables, and push in the bleachers. They will also take down any remaining signs and do a final check of the campus. We really need your help with this as the tournament directors and problem captains will have had a very long day and previous night and will be exhausted. We make an announcement at the end of the ceremony asking for teams to stay and help, so things usually go fairly quickly. WE CAN'T LEAVE UNTIL EVERYTHING IS INSPECTED TO THE SATISFACTION OF THE SCHOOL.