

Volunteer Unpaid Position Descriptions for TCE Community Teach In

Pima County Health Department | 3950 S Country Club Rd.

Sunday, August 27, 2017

1:00PM – 5:00PM

Position: Greeter
Area: Floor 1 Lobby
Supervisor: TBD

POSITION SUMMARY: Greeters will be responsible for providing the first impression as community members enter the facility. Two volunteers are needed who can engage community members with a friendly and welcoming demeanor, as well as distribute handouts and keep track of attendance numbers.

Duties/Responsibilities:

- Greet all attendees as they arrive with a smile and warm greeting.
- Use designated clicker to keep track of the number of attendees.
- Upon arrival of attendees, provide them with handouts and answer any questions.
- Assist attendees with wheelchair or other access needs.
- Notify Supervisor when handout information supply becomes low.

Requirement:

- Fluent in English
- Good communication skills
- Manage multiple demands at once
- General knowledge of facility and event layout (*training will be provided*)
- Ability to collaborate with others
- Work as a member of a team
- Must be punctual and reliable

Benefits to Volunteer:

- Meet a multitude of people from the Tucson area.
- Learn more about the TCE Contamination Spill in Tucson.
- Add the experience to your resume.
- Training will be provided for all volunteers.
- Uniform (T-shirts) will be provided to all volunteers.

Number of Volunteers Needed: 2

Volunteer Unpaid Position Descriptions for TCE Community Teach In

Pima County Health Department | 3950 S Country Club Rd.

Sunday, August 27, 2017

1:00PM – 5:00PM

Position: Registration Staff
Area: Floor 1, 2 and 3 Lobby
Supervisor: TBD

POSITION SUMMARY: Registration Staff will be responsible for managing all activities at the check-in tables. This will include providing direction, assistance and information to attendees, volunteers and vendors; collecting and handing out registration materials; and administering surveys. Each of the 3 check-in tables will be assigned 2 Registration Staff. *If you would like to volunteer at the same table with someone, please state that when applying.*

Duties/Responsibilities:

- Man the registration desk.
- Greet attendees and provide general information.
- Register vendors, volunteers, and event staff.
- Arrange materials for easy access (name tags, sign-in sheets, surveys, etc.)
- Answer questions pertaining to event schedule, room locations, etc.
- Encourage attendees to sign-up for the information listserv.
- Notify Supervisor when supply of surveys or sign-in sheets become low.

Requirement:

- Fluent in English
- Good communication skills
- Manage multiple demands at once
- Ability to be assertive
- General knowledge of facility and event layout (*training will be provided*)
- Ability to collaborate with others
- Work as a member of a team
- Most be punctual and reliable

Benefits to Volunteer:

- Meet a multitude of people from the Tucson area.
- Learn more about the TCE Contamination Spill in Tucson.
- Add the experience to your resume.
- Training will be provided for all volunteers.
- Uniform (T-shirts) will be provided to all volunteers.

Number of Volunteers Needed: 6

Volunteer Unpaid Position Descriptions for TCE Community Teach In

Pima County Health Department | 3950 S Country Club Rd.

Sunday, August 27, 2017

1:00PM – 5:00PM

Position: Session Facilitator
Area: Conference Rooms on Floors 1 and 3
Supervisor: TBD

POSITION SUMMARY: Session Facilitators will be located in each of the individual meeting rooms to assist with each session. Session Facilitators will be responsible for keeping track of time; speaker introductions; and for ensuring that comments and questions are properly facilitated.

Duties/Responsibilities:

- Introduce yourself to the speakers and verify how to say their names correctly.
- Welcome attendees at the start of the session.
- Alert attendees to the session's format and housekeeping items.
- Introduce the speakers.
- Keep time and inform speakers when their time is coming to a close.
- Monitor the session environment and flow. If there are any problems, address them swiftly and professionally (e.g. technical issues).
- Facilitate and moderate questions and answers, but avoid participating in the content.
- Ensure that the focus remains on the agenda and work with the Room Monitor to address any distributive or unproductive behavior.
- Kindly repeat questions that may not be loud enough for the entire group to hear.
- Close the session with a thank you to the panel and audience.

Requirement:

- Fluent in English
- Good communication skills
- Effective time management skills
- Self-confidence and experience speaking in front of large groups of people
- Ability to maintain neutrality and handle difficult situations and behaviors, if needed
- Ability to speak slowly and clearly
- Ability to work as a team
- Most be punctual and reliable

Benefits to Volunteer:

- Meet a multitude of people from the Tucson area.
- Learn more about the TCE Contamination Spill in Tucson.
- Add the experience to your resume.
- Training will be provided for all volunteers.
- Uniform (T-shirts) will be provided to all volunteers.

Number of Volunteers Needed: 2

Volunteer Unpaid Position Descriptions for TCE Community Teach In

Pima County Health Department | 3950 S Country Club Rd.

Sunday, August 27, 2017

1:00PM – 5:00PM

Position: Room Monitor
Area: Conference Rooms on Floors 1 and 3
Supervisor: TBD

POSITION SUMMARY: Room Monitors will be located in each of the individual meeting rooms to assist with each session. Room Monitors will be responsible for managing room logistics; collecting questions from the audience; and ushering.

Duties/Responsibilities:

- Welcome attendees as they enter the room.
- Assist speakers with operation of presentation equipment (lights, slides, microphones, etc.).
- Collect questions from audience.
- Thank attendees as they exit the room and usher them to the next session or activity.
- Work with the Session Facilitator to address any distributive or unproductive behavior.

Requirement:

- Fluent in English
- Professional attire
- Friendly demeanor
- Experience with PC laptops and PowerPoint
- Comfortability working with large crowds
- Ability to work as a team
- Must be punctual and reliable

Benefits to Volunteer:

- Meet a multitude of people from the Tucson area.
- Learn more about the TCE Contamination Spill in Tucson.
- Add the experience to your resume.
- Training will be provided for all volunteers.
- Uniform (T-shirts) will be provided to all volunteers.

Number of Volunteers Needed: 2

Volunteer Unpaid Position Descriptions for TCE Community Teach In

Pima County Health Department | 3950 S Country Club Rd.

Sunday, August 27, 2017

1:00PM – 5:00PM

Position: Note Taker
Area: Conference Rooms on Floors 1 and 3
Supervisor: TBD

POSITION SUMMARY: Note Takers will be responsible for supporting the community's voice by taking clear and accurate notes during each session.

Duties/Responsibilities:

- Take clear and accurate notes for each session using a computer or electronic device (*basic training will be provided*).
- Ensure equipment is properly set up before the session.
- Send notes to Supervisor within a reasonable timeframe

Requirement:

- Fluent in English
- Good listening, observation, and writing skills
- Ability to write clear and comprehensively (but not necessarily word for word)
- Fast and accurate typing skills
- Previous experience taking notes in an educational or professional environment
- Well organized, punctual and reliable
- Experience with Microsoft Word

Benefits to Volunteer:

- Meet a multitude of people from the Tucson area.
- Learn more about the TCE Contamination Spill in Tucson.
- Add the experience to your resume.
- Training will be provided for all volunteers.
- Uniform (T-shirts) will be provided to all volunteers.

Number of Volunteers Needed: 2