

REGISTRATION VOLUNTEERS – JOB DESCRIPTIONS

Position	Description	Duties	Physical Activities	Training	Hours
Registration Computer Entry	These volunteers will be interacting face to face with judges, teachers, chaperones, and students to complete the registration process.	Person will enter the participants' information into the database using a computer. Need to have computer data entry skills.	The volunteer will be sitting during the majority of the 4-5 hr. shift.	On the job training will be provided immediately prior to start of assigned shift.	Sunday, 5/8 from 9a to 10pm, Monday, 5/9 from 8a to 10p, Tuesday 5/10 from 8a to 11p
Registration Assistant	These volunteers will be interacting face to face with judges, teachers, chaperones, and students to complete the registration process.	The volunteer will be helping the data entry person prepare the name badges, handing the conference bags to participants, answer questions, etc.	Volunteer will be sitting the majority of the 4-5 hour shift	On the job training will be provided immediately prior to shift.	Sunday, 5/8 from 9a to 10pm, Monday, 5/9 from 8a to 10p, Tuesday 5/10 from 8a to 11pm
Registration Runner	These volunteers will be interacting face to face with judges, teachers, chaperones, and students to complete the registration process.	The volunteers will help transfer conference bags and other supplies from the storage area to the desks. They will also fill in if breaks are needed by other registration area volunteers. They may be doing last-minute bag stuffing.	Volunteer will be standing/walking the majority of the time.		Sunday, 5/8 from 9a to 10pm, Monday, 5/9 from 8a to 10p, Tuesday 5/10 from 8a to 11pm.
Registration Greeter	These volunteers will be interacting face to face with judges, teachers, chaperones and students to assist them in the registration process	The volunteers will meet with individuals as they come to registration and direct them to the appropriate station or kiosk. Will assist in filling out locator cards.	Volunteer will be standing/walking the majority of the time.		Sunday 5/8 from 9 am to 10 pm, Monday, 5/9 from 8am to 10 pm, Tuesday, 5/10 from 8 am to 11 pm