



Student Volunteer Job Descriptions

The following represent basic job descriptions for the different student volunteer responsibilities at NACSW Conventions include:

1. AV Support for Workshops
2. Plenary Session Monitor
3. Registration Table Worker
4. Workshop Room Monitor

1. AV Support for Workshops

Key tasks in this area include:

- Setting up LCD projectors each morning in the workshop rooms
- Prior to each workshop time slot, rotating between the various workshops rooms to ensure that presenters are not having any difficulty connecting their laptops to the LCD projectors they will be using; providing assistance as needed
- Relay information about any significant problems or issues to the Workshop AV Coordinator

2. Plenary Session Monitor

Key tasks in this area include:

- 15 minutes before the session begins, provide assistance to the Plenary Session presenters and leaders as needed
- 5 minutes before the session begins, start to hand out session evaluation forms as convention participants enter the room
- Monitor the doors to help people enter quietly and appropriately after the session has started
- Position yourself by an exit door in the back of the room at least 15 minutes before the session ends to be available to: a) stamp all CEU booklets; b) collect evaluations forms as attendees leave the session
- Make yourself available to answer any questions convention participants might have before, during, or after the session; for any questions you do not know the answer to, please contact the student volunteer coordinator

3. Registration Table Worker

Key tasks in this area include:

- Warmly welcome conference attendees
- Check-in convention participants following the procedure reviewed with you during your orientation process
- Register new attendees that previously were not registered following the procedure reviewed with you during your orientation process
- Make yourself available to answer any questions convention participants might have; for any questions you do not know the answer to, please contact the registration table coordinator
- Once in the morning, and once in the afternoon, change workshop room signs outside of all the workshop rooms
- Assist the registration table coordinator as needed

4. Workshop Room Monitor

Key tasks in this area include:

- **Overall your main responsibility is to make sure the workshop runs smoothly and professionally!**
- 15 minutes prior to the session, make sure the workshop room is in order (chairs are organized, water is available, etc.)
- 10 minutes prior to the workshop, introduce yourself to the presenter and explain that you are there to assist him/her, to introduce him/her, and to make sure attendees receive evaluations and have their CEU booklets stamped
- 5 minutes before the session begins, start to hand out session evaluation forms as convention participants enter the room
- **START THE SESSION ON TIME** by:
 - a) welcoming participants (so they know the session is about to begin)
 - b) reminding participants that those receiving CEUs need to fill out the evaluation form you filled out, turn the evaluation in at the end of the session, and have their CEU booklet stamped before they leave the room
 - c) introducing the speaker (reading his/her bio), stating the title of the workshop, and reading the name of the workshop room so attendees know they are in the right place.
- Count the number of people in attendance and record this # on the outside of your packet
- Monitor the doors to help people enter/exit quietly after the session has started
- Position yourself by the exit door in the back of the room at least 15 minutes before the session ends. Give the presenter a 5-minute warning when there are 5 minutes left in the session
- At the end of the session: a) stamp all CEU booklets; b) collect evaluations forms as attendees leave the session. Put the completed evaluations in the workshop packet, and bring these back to the student volunteer table
- If anyone raises a question you do not know the answer to, please contact the student volunteer coordinator