

WESO 2019

Open Events Supervisor Job Description

The Open Events Supervisor will plan and supervise an Open Events section (Grades 2/3 or Grades 4/5), consisting of 6 to 7 hands-on experimental stations, on WESO day. This volunteer should have a Math/Science (Chemistry, Physics, Biology, etc.) background. Work will be required starting 4 months prior to the WESO event (May 11, 2019) and continue through 1 week after the event.

Tasks

Prior to event day

- 1). Review notes from previous year's Open Events supervisor. Along with WESO board member, decide which events will return (Early February time frame).
- 2). Identify new events. These should be simple experiments or demonstrations that illustrate a scientific concept for your assigned area. Pilot or test out these events and make recommendations for inclusion on WESO day. Work with WESO board member to finalize events for your area (Feb – early March).
- 3). Create a list of materials and equipment needed to run your area on WESO day. Determine which items need to be ordered and submit list to your WESO board member (March 30, 2019)
- 4). Develop a list of instructions for each station. These will be used by the volunteers manning the station. The instructions should contain detailed instructions on how to do the experiment or demonstration, a brief description of the science behind it and some expected questions and answers the volunteer might be expected to ask/answer (April 15, 2019).
- 5). Organize materials received into kits for each "station". Ensure everything is in working order (May 3, 2019).

WESO Setup Night (May 10, 2019)

- 1). Deliver equipment and supplies needed to the WESO event area and/or help sort materials delivered from WESO storage locker.
- 2). Set-up tables and the activity/event stations.
- 3). Train the high school students who will man most of the stations (7 – 8pm)

Event Day (May 11, 2019: 8am – 7pm, followed by cleanup)

- 1). Supervisor should be present for the entire scheduled time to supervise your area and trouble shoot any issues that arise.
- 2). Provide or arrange for relief when volunteers need to take a break.
- 3). Maintain schedule and supplies to last the entire day.
- 4). Supervise volunteers packing up equipment and remaining supplies, as well as cleaning area at the end of the day.

Post Event (by May 25, 2019)

Submit a written report to the WESO board outlining success and problems in your Open Events section. Make recommendations for the following year as to which stations should return and amount of supplies needed.