

# WESO 2022

## **Academic Check-In and Hallways Supervisor Job Description**

The Academic Check-In and Hallways Supervisors will be responsible for directing traffic and organizing volunteers in the academic event areas of the WESO event site. Supervisors will answer questions, solve problems, and think on their feet to ensure students get where they're going as efficiently as possible. Work will be required starting 6-8 weeks prior to the WESO event (April 23, 2022) and involve a follow-up meeting or email exchange after the event.

### **Tasks**

#### **Prior to event day (4-5 weeks)**

- 1). Review documents describing the academic hallways and check-in area. This includes understanding the layout of the event site, knowing where stairways, classrooms, and other landmarks are, and understanding different situations that arise during a normal tournament day.
- 2). Meet with other supervisors to discuss the check-in area, how volunteers will be used, what problems might come up, and what the primary goals of the position will be.
- 3). Meet at the event site to walk through the building, understand the flow of students, and in general become familiar with the area you will be supervising.

#### **WESO Setup Night (April 22, 2022)**

While it is optional to help with signs and other setup for the tournament day, we strongly encourage first-time supervisors to stop by for a minimum of 30-60 minutes to get a feel for where things are and what space you will be working in. Setup will begin at 4:00 pm and it ends around 8:00 pm.

Setup duties include putting up schedule and event signs on classrooms, putting "Caution" tape in areas where students are not to go, familiarizing yourself with the building, and setting up chairs and tables.

#### **Event Day (April 23, 2022)**

- 1). There will be two shifts of supervisors: 7:00 am – 2:00 pm, and 1:00 pm – 8:00 pm. Supervisors will be expected to attend one or the other shift in its entirety. Breaks are provided. Supervisors will arrange break times with each other to make sure there is coverage.
- 2). Breakfast, lunch, and dinner will be available to supervisors.
- 3). It is unlikely we will be able to spare you for an entire awards ceremony.

4). You will be responsible for:

- Ensuring traffic at check-in table is moving smoothly
- Managing larger crowds at certain check-in times
- Help to ensure that teams are appropriately socially distanced and in mask compliance
- Answering questions, helping late students, solving problems
- Training or guiding parent volunteers in your area
- Making sure volunteers are doing what they need to do

5). When WESO Board members are not available to consult, academic check-in volunteers will be given authority to make decisions and judgment calls on late student arrivals and other exceptions to the normal rules. This will be covered in the training.

6). Supervisors in this area may be required to stand, walk, or climb stairs frequently. They will have frequent interactions with students and volunteers.

#### Post Event

Submit a written report to the WESO board outlining success and problems. Pass along suggestions you have for how things could run more smoothly in future years.