

## Key Volunteer Position Descriptions

**Academic Check-in Supervisor** - Supervisors in this area may be required to stand, walk, or climb stairs frequently. They will have frequent interactions with students and volunteers.

- Prior to the tournament, 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.
- Setup the night before the tournament. 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.
- Ensuring traffic at check-in table is moving smoothly
- Managing larger crowds at certain check-in times
- 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

**Building Liaison** - Individuals in this position will work with committee members to:

- Help with tournament set-up the night before
- Help WESO comply with building use rules as set forth by the Huron administration
- Ensure that materials are distributed to appropriate rooms
- Help set up classrooms, hallways, and public spaces
- Help direct other volunteers to appropriate locations
- Help ensure that only designated tournament day entrances and exits are being used and that unauthorized people are not entering the building
- Help clean up/tear down all WESO materials, signs, trash, etc. at the end of the tournament
- Ensure the building is left in expected condition

### **Award Ceremony Support**

- Help set-up the award ceremony stage and area the night before.
- Help with the school banner parade
- Assist WESO board members and honored guests distribute metals to school teams
- Help with breakdown of the award ceremony area after the event.

**Traffic Control** - This position requires extensive walking. A large part of the day will be spent outside. Familiarity with Huron High School is not required.

- Help set up outdoor spaces and display signage.
- Monitor traffic and ensure that traffic cones remain in place.
- Work with security guards on tournament day.
- Ensure that only the designated entrance and exit to the building are being used.
- Ensure that the outdoor areas are left in expected condition.