



VOLUNTEER ROLES

Sign up [HERE](#) to volunteer at the X-STEM Workshops event in San Diego!

Please note that volunteers must be 18 years of age or older.

Friday, Sept 13, 2024

San Diego Convention Center

Volunteer Timing: 8:30 AM – 2:00 PM (time commitment will vary by role)

Lunch will be provided to X-STEM volunteers participating for the full day. Because food options vary by venue location, we recommend that volunteers with dietary requirements (such as vegan, gluten-free, nut-free, etc.) bring their own lunch. It is recommended that volunteers coming for the full day bring their own snacks and a refillable water bottle.

BUS ARRIVAL & DEPARTURE ZONE

Number of Volunteers: 2

Location:

1. Curb in front of Convention Center entrance – **two volunteers**

Role Description

- AM Arrivals:
 - Direct buses to drop off zone at curb
 - Ensure they line up single file
 - Ensure they are not letting kids out until they reach the drop off zone and have been directed by staff to unload
 - Direct attendees toward entrance
 - Direct buses with DROP OFF & RETURN signs to exit convention center
 - Direct buses with PARK & WAIT signs toward bus parking area
- PM Departures:
 - Direct buses to pick up zone at curb
 - Ensure they line up single file
 - Ensure they are not picking up kids until they reach the drop off zone
 - Direct attendees to board buses

X-STEM AMBASSADORS/GREETER

Number of Volunteers: 4

Location:

1. Conv Ctr Entrance/Check in area – **one volunteer**
2. Top of escalators – **one volunteer**
3. In Hallway of Workshop Rooms 8, 9, 10 – **one volunteer**
4. In Hallway of Workshop Rooms 14A, 14B, 15A, 15B, 16A, 16B – **one volunteer**

Role Description

- Warmly greet all visitors
- Direct attendees to restrooms, exits, event rooms, and transportation as needed
- Be familiar with the workshop room layouts
- Float in area to assist guests
- Be familiar with lost child plan and assist as needed
- Assist with other special projects as requested
- Provide information in a cheerful, friendly manner

X-STEM WORKSHOP ROOM FLOATER

Number of Volunteers: 2

Location:

1. Workshop Rooms 8, 9, 10 – **one volunteer**
2. Workshop Rooms 14A, 14B, 15A, 15B, 16A, 16B – **one volunteer**

Role Description

- Work with workshop presenters on any troubleshooting as needed
- Locate assistance from A/V or other staff as needed
- Be familiar with workshop room layouts

LUNCH AREA MANAGEMENT

Number of Volunteers: 2

Location:

1. Path from workshops to lunch
2. Lunch area

Role Description

- **(2) people to block exit toward the left side of the terrace and the escalator/stairs down to the Mezzanine and direct attendees to the West Terrace via the right side exit (see map)**
- Directing attendees from workshop areas to lunch area, and vice versa
- Float around lunch area
- Alert attendees when time to return
- Ensure trash is thrown away by students