

**2020 Volunteer Duties and Responsibilities**

<b>Job/Task</b>	<b>Shift Period</b>	<b>Job/Task Description</b>
<b>Display and Safety (D&amp;S) Members:</b>	Friday: <ul style="list-style-type: none"> <li>● Display and Safety</li> </ul> Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> </ul>	This committee ensures that all competitors qualify for competition according to the rules established by SEFH. D&S guides projects on display and safety issues and if needed may require students to make revisions to conform to rules and regulations.
<b>Hospitality/Greeter:</b> <ul style="list-style-type: none"> <li>● Main Entrance</li> <li>● Bus Depot</li> <li>● Mezzanine</li> <li>● Lobby/Foyer</li> </ul>	Friday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul> Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	Hospitality/Greeters are an essential member of the volunteer team as they play a vital role in forming students, parents and teachers first impressions of SEFH. A warm smile and friendly demeanor goes a long way in helping our patrons feel welcome and sets the tone for the event. Hospitality/Greeters are placed around the GRB to help ensure our guests have the best experience.
<b>Set-up:</b> <ul style="list-style-type: none"> <li>● Exhibit Area</li> <li>● Judging Area</li> <li>● Display and Safety Area</li> </ul>	Friday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	SEFH will draw in over 1,000 student participants from across Houston and its surrounding counties. The area in which the projects are displayed require the bulk of the set-up including covering tables, signage placement, electronic hub set-up, arranging bulky items, students display supply arrangement, etc.
<b>Clean-up:</b> <ul style="list-style-type: none"> <li>● Judging Area</li> <li>● Exhibit Area</li> </ul>	Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	Volunteers are needed to assist with maintaining a clean and safe environment in Exhibit Hall E. A majority of time is spent clearing off student tables, removing table covers, and dismantling directional signs, etc.
<b>Packing Crew:</b>	Saturday: <ul style="list-style-type: none"> <li>● Evening Shift</li> </ul>	The Packing Crew is a labor intensive job. It requires heavy lifting, assembling boxes, labeling and recording what is packed, and stacked/wrapped pallets for transit.
<b>Runners:</b>	Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> <li>● Afternoon Shift</li> </ul>	During the judging phases, Runners will assist Judge Leads and Coordinators in arranging judging groups, gathering judge scoresheets, assisting with judge check-in, etc.
<b>STEM Zone:</b>	Friday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul> Saturday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	The Chevron STEM Zone allows students to engage in various STEM concepts through various hands-on activities. Volunteers are needed to assist in monitoring the different stations and guiding students through the STEM Zone exhibits.
<b>Registration:</b> <ul style="list-style-type: none"> <li>● Student</li> <li>● Place Award Judges</li> <li>● Special Award Judges</li> </ul>	Friday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul> Saturday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> </ul>	The primary responsibilities at the registration desk will include welcoming attendees, check-in students and judges, printing student attendees name badge, providing handouts, and general SEFH staff assistance.

<b>Row Ambassadors:</b>	Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	Ambassadors complete a variety of tasks ranging from ensuring students are present at their project, projects are judged, and monitor student and judge interactions.
<b>T-Shirt Station:</b>	Friday: <ul style="list-style-type: none"> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul> Saturday: <ul style="list-style-type: none"> <li>● Morning Shift</li> <li>● Afternoon Shift</li> <li>● Evening Shift</li> </ul>	This team of volunteers provide participants with the very cool and highly sought after official SEFH t-shirt. They also organize the t-shirt area by shirt size and pack remaining shirts by size and label boxes appropriately.