

Volunteer Duties and Responsibilities

Job/Task	Shift Period	Job/Task Description
Display and Safety (D&S) Members:	Friday: <ul style="list-style-type: none"> • Display and Safety Group 1 & Group 2 	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 revise conform to rules and regulations.
Hospitality/Greeter/ Usher: <ul style="list-style-type: none"> • Main Entrance • Bus Drop-off • Lobby • Award Ceremony 	Friday: <ul style="list-style-type: none"> • Afternoon Shift • Evening Shift Saturday: <ul style="list-style-type: none"> • Morning Shift • Afternoon Shift • Evening Shift • Night Shift 	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 Epicenter to help ensure our guests have the best experience.
Set-up: <ul style="list-style-type: none"> • Exhibit Area • Judging Area • Display and Safety Area 	Friday: <ul style="list-style-type: none"> • Morning Shift • Afternoon Shift • Evening Shift 	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.
Clean-up: <ul style="list-style-type: none"> • Judging Area • Exhibit Area 	Saturday: <ul style="list-style-type: none"> • Morning Shift • Afternoon Shift • Evening Shift • Night Shift 	Volunteers are needed to assist with maintaining a clean and safe environment the event space. Most of the time is spent clearing off student tables, removing table covers, and dismantling directional signs, etc.
Packing Crew:	Saturday: <ul style="list-style-type: none"> • Evening Shift • Night Shift 	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.
Judge Ushers:	Saturday: <ul style="list-style-type: none"> • Morning Shift • Afternoon Shift 	During the judging phases, ushers will assist Judge Leads and Coordinators in arranging judging groups, gathering judge scoresheets, assisting with judge check-in, etc.
STEM Festival:	Friday: <ul style="list-style-type: none"> • Afternoon Shift • Evening Shift Saturday: <ul style="list-style-type: none"> • Afternoon Shift • Evening Shift 	The STEM Festival 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 Festival exhibits.
Registration: <ul style="list-style-type: none"> • Student Check-in • Place Award Judges • Special Award Judges 	Friday: <ul style="list-style-type: none"> • Afternoon Shift • Evening Shift Saturday: <ul style="list-style-type: none"> • Afternoon Shift 	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.
Row Ambassadors:	Saturday: <ul style="list-style-type: none"> • Morning Shift • Afternoon Shift • Evening Shift 	Ambassadors complete a variety of tasks ranging from ensuring students are present at their project, projects are judged, and monitor student and judge interactions.

T-Shirt Station:	Friday: <ul style="list-style-type: none">• Afternoon Shift• Evening Shift Saturday: <ul style="list-style-type: none">• Morning Shift• Afternoon Shift• Evening Shift	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.
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