

## Volunteer Duties and Responsibilities

Job/Task	Shift Period	Job/Task Description
<b>Display and Safety (D&amp;S) Members:</b>	Friday: <ul style="list-style-type: none"> <li>Display and Safety Group 1 &amp; Group 2</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/ Usher:</b> <ul style="list-style-type: none"> <li>Main Entrance</li> <li>Bus Drop-off</li> <li>Lobby</li> <li>Award Ceremony</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> <li>Night 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 Epicenter 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> <li>Night Shift</li> </ul>	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.
<b>Packing Crew:</b>	Saturday: <ul style="list-style-type: none"> <li>Evening Shift</li> <li>Night 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>Judge Ushers:</b>	Saturday: <ul style="list-style-type: none"> <li>Morning Shift</li> <li>Afternoon Shift</li> </ul>	During the judging phases, ushers will assist Judge Leads and Coordinators in arranging judging groups, gathering judge scoresheets, assisting with judge check-in, etc.
<b>STEM Festival:</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 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.
<b>Registration:</b> <ul style="list-style-type: none"> <li>Student Check-in</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.
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