



**Volunteer Coordinators:**

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**Volunteer  
Responsibilities  
CAREER EXPO  
2020**

**April 19—April 22**



## Volunteer Responsibilities Worlds of Possibilities Career Expo 2020

Volunteer opportunities begin on Sunday, April 19 with set-up and continue through Wednesday, April 22. Please be sure to read the following information regarding service at this event, and register as a volunteer on our website [www.worldsofpossibilities.com](http://www.worldsofpossibilities.com)

### Event Background

- The Worlds of Possibilities Career Expo will host 1,500 Escambia County and 1,500 Santa Rosa County students.
- The environment will be full of positive energy and will facilitate excitement for their future careers.
- The event will showcase area businesses by which students can aspire to become employed.
- The event is also an expansive opportunity for regional industries to showcase and demonstrate their businesses and career opportunities.

### What can I expect as a Volunteer?

- After sign-up on the web site, a Volunteer Coordinator will contact you via phone or email to confirm your registration and assignment date and time.
- On the day of your volunteer assignment, please check in at the volunteer/information table at the beginning of each shift to obtain assignments for the day. The table location to be announced.
- All volunteers are asked to wear their "Ask Me" tee shirts while on their SkillsUSA/Worlds of Possibilities volunteer shift. If you do not have a shirt on the day of your shift, you will be provided with one when you check-in at the volunteer/information table for your shift.

- Comfortable shoes are required! Jeans or comfortable slacks are recommended.
- Lunch will be provided for those volunteers working during lunch hours.
- Have a good time!

Be sure to ask your Volunteer Coordinator any questions you may have!

### Volunteer Duties

- Display a can-do, positive spirit at all times.
- Volunteers are asked to focus on exhibitor and attendee satisfaction.
- Always respond cheerfully and courteously.
- If you don't know the answer to a question, please pursue an answer until you find one.

### Volunteer Assignments

#### Registration

- Handing out backpacks and other similar items
- Help with directing contestants

#### Prizes

- Assisting with moving, labeling, and distributing

#### Information Table

- Provide directions
- Sign-in volunteers
- Monitor equipment

#### World Volunteers / Crowd Control

- Safety Briefing to Worlds
- Exhibit Guides

#### Off Loading and Reloading of Buses

- Handing out backpacks
- Directing students to Safety Briefing
- Assist in unloading/reloading students on buses

#### Runners / Floaters / Greeters

- Assignments will be given as needed by any Worlds of Possibilities Steering Committee member, vendor or event guest.
- Runners and floaters will circulate during the event and serve as "go-to" volunteers for participants (and vendors if needed).
- Entertainment Night
- Assisting Job Fair Vendors

#### Set-up and Tear-down

- During set-up, volunteers will help move tables, chairs and other event equipment to each area.
- Set-up Sunday afternoon in the Worlds will consist of helping vendors with supplies and set-up. Volunteers will be assigned an area in which to help. Heavy lifting may be required.
- For tear-down, assistance will be needed taking down tables, folding chairs, and cleaning up trash. Volunteers will be assigned to a World to help with break down.
- Volunteers will also assist the vendors in packing their supplies during tear-down.

