

SOLARFEST WORKSHOP VOLUNTEER JOB

Thanks so much for your willingness to work as a SolarFest Workshop Volunteer. This year, we are holding over 100 workshops in 6 workshop tents (as well as some outdoor workshops) and we are committed to providing both our workshop presenters and our festival attendees with the highest quality of organization and professionalism. And we cannot do it without YOU!

Please read carefully the following list of expectations. If you are not comfortable with any of these tasks, please tell us now and we will do our best to have you rescheduled for a different volunteer job. However, we cannot guarantee we will be able to find you another volunteer position, so please consider carefully before requesting a change.

We expect all Workshop Volunteers to have the following basic skills:

1. The ability to speak clearly and loudly to the workshop audience
2. The ability to read the prepared "script" (including a Welcome to SF message, the presenter's introduction, and reminders) to the workshop audience.
3. The ability to hand out and collect all workshop surveys.
4. The ability to arrive on time and stay for the entire volunteer shift
5. The ability to count the number of attendees for each workshop
6. The ability to help the presenter begin and end on time.
7. The ability to represent SolarFest in a professional, courteous and friendly manner

You will NOT be asked to help with the AV equipment (computers, microphone, projectors) as there will be designated Workshop Tech Volunteers to do these jobs.

We expect all Workshop Volunteers to do the following jobs:

1. Arrive at your designated workshop tent on time (according to the schedule you are given by the Volunteer Coordinator). This will generally be 15 minutes before the scheduled start time of the workshop.
2. Stay in the workshop tent throughout your entire shift. Make sure your personal needs (food, water, bathroom) are met prior to arriving for your shift so that nothing distracts you from your important job.
3. There will be radios available in each workshop tent in case you need to reach the Workshop Coordinator for help.
4. Straighten out the workshop area as needed. For example, straighten chairs, recycle left over papers, throw away any trash, etc. Do whatever is needed to make the tent ready for the next presenter and audience.
5. Welcome and introduce yourself to the presenter as he/she arrives. Make sure he/she knows there is a designated Tech Volunteer who can be available to help him/her set up the computer and projector and address any problems, if need be.
6. Greet and welcome audience members as they enter the tent. Answer questions, as asked, regarding the name of the workshop about to start in this tent. Refer people to their festival program and/or the SolarFest Information Booth for questions you cannot answer. Refer them to the posted sign of workshops scheduled that day in this particular tent.
7. Promptly at the start time of the workshop, and using the script provided, read aloud the welcome, introductions, and anything else written on the "script." Use a loud clear voice so everyone can hear you. You can use the presenter's microphone if needed. **MAKE SURE THE WORKSHOP STARTS ON TIME.**
8. Hand out **WORKSHOP SURVEYS** to all members of the audience. Your script will include words that encourage them to complete the surveys at the end of the workshop and to drop the completed in the box before leaving the workshop tent.
9. Once the presenter has begun, **COUNT THE NUMBER OF PEOPLE IN THE AUDIENCE** and write this in the designated spot on your script. If more people enter the tent as the workshop progresses, please add them to your final count.
10. **FIVE MINUTES** before the workshop is scheduled to end (see your script for time), hold up, for the presenter to see, the back side of your script that reads: **5 MINUTES LEFT**. If necessary, when the workshop time is over, hold up the back side of your script that reads **TIME IS OVER**.
11. When the workshop ends, clearly remind the audience members to complete their workshop surveys and drop them in the designated box. Also remind the audience that there will be another workshop starting in this tent and ask them firmly but politely to vacate the workshop tent.
12. Using a rubber-band, please bundle the surveys and your script together and drop it in the survey box. At the end of your shift, take the bundles from the box (leave the box in the tent) and bring them to the SF Information Tent. There will be a box there for you to drop your bundles. **THANK YOU!**