



Kids Room Volunteers (Friday & Saturday | Background Check Required)

Shifts:

8:50 AM – 12:40 PM (Available both Friday & Saturday)

1:20 PM – 5:15 PM (Available both Friday & Saturday)

Responsibilities:

- Supervise and engage children and siblings of all ages and ability levels
- Assist with games, crafts, and sensory-friendly activities
- Help create a safe, inclusive, and welcoming environment
- Support children with varying needs, including mobility and communication differences
- Communicate with parents/caregivers as needed

Ideal For:

Volunteers who are patient, compassionate, and comfortable working with children of diverse needs and abilities.

Event Setup Volunteers (Wednesday, Thursday, Friday & Saturday)

Shifts:

2:00 PM – 6:00 PM (Wednesday)

10:30 AM – 2:30 PM (Thursday)

8:00 AM – 9:00 AM (Friday & Saturday)

Responsibilities:

- Unpack and organize boxes of materials and supplies
- Assemble, sort, and alphabetize name badges and lanyards
- Hang directional signage throughout the venue
- Set up registration, merchandise, and common areas
- Assist with organizing and hanging posters for the poster session

Ideal For:

Volunteers comfortable lifting, organizing, and working on their feet.

Registration Assistants (Thursday–Saturday)

Shifts:

7:00 AM – 10:00 AM (Thursday)

10:00 AM – 12:00 PM (Thursday)

1:15 PM – 5:00 PM (Thursday)

7:45 AM – 12:30 PM (Friday & Saturday)

1:30 PM – 5:00 PM (Friday & Saturday)

Responsibilities:

- Check in attendees and distribute name badges and materials
- Answer questions and provide general conference information
- Assist with on-site registration and basic troubleshooting
- Help ensure a smooth and welcoming check-in experience

Ideal For:

Friendly, organized individuals who are comfortable interacting with attendees.



Event Greeters & Room Counters (Thursday–Saturday)

Shifts:

7:00 AM – 10:00 AM (Thursday)

7:45 AM – 12:30 PM (Friday & Saturday)

12:45 – 5:00 PM (Friday & Saturday)

Responsibilities:

- Welcome attendees and provide directional guidance
- Direct guests to sessions, meals, restrooms, and key areas
- Take attendance counts at the beginning, midpoint, and end of sessions
- Submit accurate headcounts as instructed

Ideal For:

Outgoing volunteers who enjoy helping people and staying attentive to detail.

Silent Auction Assistants (Friday & Saturday)

Shifts:

2:00 PM – 6:00 PM (Friday & Saturday)

Responsibilities:

- Accept and organize auction item drop-offs
- Assist with auction setup and table displays
- Monitor the auction area and answer bidder questions
- Help ensure a smooth and organized auction experience

Ideal For:

Detail-oriented volunteers who are comfortable interacting with guests.

Photographer Assistants (Saturday)

Shifts:

1:30 PM – 6:30 PM (Saturday)

Responsibilities:

- Support the event photographer with gathering groups and coordinating photos
- Help identify key moments, speakers, and family interactions
- Ensure photo opportunities run smoothly and efficiently

Ideal For:

Volunteers who are organized, observant, and comfortable directing small groups.



Session Support Volunteers (Friday & Saturday)

Responsibilities:

- Assist speakers with basic session needs (timing, transitions, etc.)
- Help ensure presentations start and end on time
- Support microphone handoffs during Q&A
- Communicate with A/V staff if issues arise

Ideal For:

Some experience or familiarity with presentations – Open to board members or students familiar with the field/topic of discussion

Event Breakdown (Saturday Late Afternoon & Sunday Morning)

Shifts:

4:30 PM – 7:30 PM (Saturday)

9:00 AM – 11:30 AM (Sunday)

Responsibilities:

- Take down signage, registration, and merchandise areas
- Pack materials, supplies, and leftover items
- Assist with poster removal and cleanup
- Load boxes and equipment for transport

Ideal For:

Volunteers comfortable with lifting, organizing, and end-of-event cleanup.

General Expectations

- Volunteers may be asked to assist in multiple areas as needed
- Comfortable attire and shoes recommended
- Some roles may require standing for extended periods