



Thank you for volunteering at Junior Achievement of the Heartland's JA Inspire® Career Expo! As a volunteer for this event, you have the opportunity to be a part of shaping the future of local 8<sup>th</sup> grade students. To date, we have over 2,500 8<sup>th</sup> grade students and 55 local companies and organizations participating in this one of a kind career exploration event. The JA Inspire Career Expo would not be possible without your support – thank you!

**ABOUT THE JA INSPIRE CAREER EXPO:**

Junior Achievement of the Heartland is hosting JA Inspire, a hands-on, interactive career fair experience to help 8th grade students launch into their futures. JA Inspire provides students the opportunity to connect with local businesses, participate in interactive exhibits, and explore career pathways. More than just a career fair, JA Inspire brings together the business community with local schools and is designed to help middle school students explore their futures: high school, college, and careers beyond.

Students who participate in the JA Inspire event will:

- Connect with professionals from some of the region's most prominent employers building a strong talent pipeline for future jobs in our community.
- Explore career pathways and learn about the skills needed for in-demand jobs.
- Practice soft skills.
- Connect their own interests with a variety of career opportunities.
- Strengthen their coursework pathway for high school and beyond.

**WHAT:** JA Inspire Career Expo  
**WHERE:** Bend XPO | 922 Mississippi Parkway | East Moline, IL  
**WHEN:** Thursday, December 8 – Friday December 9, 2022



Curious about what to expect during your time as a volunteer at the JA Inspire Career Expo? The following will provide an overview of what to expect the day of the event and how you can best prepare!

### **WHAT TO EXPECT THE DAY OF:**

The JA Inspire Career Expo is arranged in four zones and includes all sixteen career clusters. A welcome/check-in table will greet all participants upon entry to the building. As buses of students arrive at the event, a **Bus Greeter** will board each bus to greet students and educators before they enter the career expo. As students exit the bus, an assigned **Student Guide** will lead students into the career expo, to their first zone, and will stay with their assigned group until it is time for that group to leave.

Each zone will have two **Zone Monitors** who will ensure student groups are staying in the correct zone and not exiting without a school faculty member. Student groups will spend approximately 30 minutes in each zone before following their **Student Guide** to the next rotation; this will be announced over the intercom system with a five-minute warning announced for activity wrap-up.

When it is time for a school to leave an announcement will be made overhead and the **Student Guide** will lead students to the student holding area to await bus pickup and departure. In case of emergency or necessary evacuation, “Code Red” will be announced overhead.

- **Arrival/Parking**
  - Plan to arrive with plenty of time to park and check in for your shift
  - Parking will be located on the west side of the building
  - Enter in the main entrance and check-in at the Welcome Table
  - Directions to the Bend XPO can be found here: [Parking/Directions](#)
  
- **Check-In**
  - Please check-in with JA Staff at the Welcome Table upon arrival. Volunteers will be provided with a lanyard which will include your volunteer assignment and day of schedule
  - A Staff/Volunteer room will be available for storage of personal items
  
- **Attire**
  - Dress is business casual and jeans are acceptable
  - Plan to wear comfortable shoes and dress appropriately for the weather as some volunteer roles may require going outside to greet buses and gather students
  
- **General Information**
  - Volunteers will be assigned a specific role from the list below. Please be familiar with the expectations of your role before arrival



- Volunteers are required to follow all expectations set forth in the **JA Volunteer Conduct Standards** and **JA Digital Media Policy** documents. Please ensure you have reviewed, signed, and returned to JA prior to the event
- As a volunteer, your role is to serve as a positive role model for students and assist within the scope of your volunteer assignment throughout the day. If you observe disruptive behavior from students, please notify their teacher or school leader. Volunteers are not responsible for managing or disciplining students
- HAVE FUN!
  
- **Lunch and Refreshment Station**
  - A refreshment station including coffee and water will be available throughout the day for *JA staff, volunteers, exhibitors, and educators only*
  - Grab and go lunches will be provided on a rotating basis for all volunteers beginning at 11am. For volunteers scheduled more than three hours, a designated JA staff member will relieve you for a short break
  - *Lunches are for JA staff, volunteers and exhibitors only*
  
- **Check-Out**
  - At the end of your shift, JA staff or another volunteer will come to relieve you. Please check out at the Welcome Table prior to leaving the building

**VOLUNTEER ROLES:**

- **Announcer (JA Staff)**
  - Provides timely communication throughout the event to assist with general announcements, school drop off/departure, and zone changes
  - Script and checklist will be provided
  
- **Check In/Welcome Table (JA Staff)**
  - Exhibitor, Volunteer, and School Representative check-in
  - Answer questions, direct exhibitors, volunteers, and student guides to appropriate locations
  - May need to flex as required



- **Bus Greeter**
  - Meets school buses as they arrive and boards bus to greet students/educators and review expectations
  - Distributes any green JA lanyards with red card to educators. This will indicate no photos of the student may be taken
  - Ensures students are taking their color coded drawstring bags as they exit the bus. Bags serve as identifier for students and school
  - Script and checklist will be provided
  - Will pass along students to assigned **Student Guide**
  - May need to flex as required
  
- **Student Guide**
  - Gathers students from **Bus Greeter** and leads students into the JA Inspire Career Expo. Guides assigned student groups from zone to zone at appropriate time and assist with activity wrap up at five-minute warning (will be made from **Announcer**)
  - Guides will receive a sign per school/school zone for students to identify assigned group
  - May need to answer questions from students/educators/exhibitors
  - May need to flex as required
  
- **Zone Monitor**
  - Stays in assigned zone for duration of event to ensure students are in the appropriate zone with their group/school and assigned student guide. No students should be exiting a zone without a school representative
  - Assist in student group rotations and activity wrap up at five-minute warning (will be made from **Announcer**)
  - May need to answer questions from students/educators/exhibitors
  
- **Space Center**
  - Assists students and exhibitors at the Iowa EdTech Collaborative table

**EVENT MAP:**

Included is a map with the layout of the JA Inspire Career Expo



**JA STAFF CONTACT INFORMATION:**

Please reach out to Nora with any questions! Should you have a schedule change or are not able to attend the day of your shift, please call or text as soon as possible so other arrangements can be made.

**Nora Marturano | [nora.marturano@ja.org](mailto:nora.marturano@ja.org) | 913.850.4684**

**THANK YOU for volunteering and making this event possible!**