



JA INSPIRE CAREER EXPO – 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