



United Way of
Southwest Virginia
www.unitedwayswva.org

Program Name: Ignite
Careers Expo For Youth

Volunteer Position Description

Position Title: Registration Volunteers

Reports To: Uva Wright

Location of position: Washington County Fairgrounds

Project Overview: The Career Expo for Youth is a two day event that introduces 7th grade students to different career opportunities. Participating businesses will provide hands on activities for the students throughout both days and will be set up in 4 different quadrants. Students will move from quadrant to quadrant every 15 minutes, which will be designated by an announcement. The consistent flow of students throughout the event is critical to the success of the Expo. All volunteers must be conscious of the flow of students at all times.

Key Responsibilities: Registration Volunteers will NOT register students or schools but play a critical role in maintaining a safe environment for students through the check-in of every individual. They are responsible for assuring that all volunteers, businesses and guest are properly vetted prior to entering the Expo which includes signed waivers and media releases. Registration Volunteers will be provided a registration list of all persons who have pre-registered for the Expo and are expected to provide them with the correct identification to enter the Expo and to guide them to their respective areas. They are expected to ask the appropriate leader for guidance if a person is not on the registration list.

Knowledge, Skills, Experience and Attributes: Training Requirements: Registration Volunteers will be provided with on-site training the day of the event. Must be at ease with an electronic registration system and must have kind communication skills. Volunteer t-shirts will be provided. Uva Wright will be available on-site for questions or comments about the position.

Other requirement of the role (Ie: background check, media release, other training, other special conditions)
Background checks are not necessary for this position. A volunteer waiver and media release were included with the initial volunteer registration.