

TEAM GUIDE



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TEAM GUIDE – ORAL PRESENTATIONS

Date: Friday July 25

Location: Mount Royal University

Timeline:

7:00 to 7:45am – Volunteer Check-In
(ED1120 Atelier Room, TCPA/ED Building)

7:45am – Go to assigned Team Check-In:

1. Ross Glen Hall Foyer, EC Building
2. East Wing Entrance Hallway, EB Building

8:00am to 11:05am – Teams arrive to check in

8:05am to 11:40am– Accompany teams to
practice rooms and presentation rooms

Orientation/Training Options:

* **Virtual:** Tuesday July 22 6pm to 7pm

* **In-Person:** Thursday July 24 from 2pm to
3pm, or 8pm to 9pm
(1115 Jenkins Theatre, Main LP Building)

Time Commitment:

Half-day commitment on Friday plus one hour
training session (one of the options above)

Goal of the Position:

Accompany teams from check-in to practice
rooms, remain with them, outside the room
until their presentation time. Then guide them
to their designated oral presentation room.
Ensure teams are prepared and on time.

Duties:

- Pick up assigned team(s) from check-in at their designated time.
- Escort team(s) to their practice room and wait outside until their scheduled presentation time.
- Accompany team(s) to their oral presentation room for judging and ensure they have required materials.
- Ensure only the permitted electronic devices are used during practice and presentation sessions.
- Return to the check-in area to collect your next assigned team.
- Report any concerns or issues to the CAT or Host Committee member at check-in.

Position Boundaries:

- Act respectfully and professionally at all times.
- Do not discuss Envirothon materials with students.
- Avoid showing favoritism.
- You may not be related to or from the same school as the students you are assigned to.
- Keep phones on silent and use only for emergencies.
- Never be alone with a student.
- Be punctual to keep events running smoothly.





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Requirements:

- * Attend an oral presentation volunteer orientation session (either virtually or in-person on Thursday, July 24).
- * Show enthusiasm and professionalism.
- * Serve as a positive role model.
- * Be alert, observant, and respectful throughout your shift.

Risk Assessment: Low

- * No heavy lifting or physical exertion required.
- * Walking on flat ground and using stairs is necessary.
- * Remain attentive to student behavior at all times.

Training & Supervision:

- * One hour of training will be provided virtually or on the afternoon/evening before judging day.
- * You will have a contact from the 2025 NCF-Envirothon Alberta Host Committee who will answer any questions or concerns regarding your position prior to and during the event.

Contact:

2025 NCF-Envirothon Alberta Host Committee:

- * **Email:** ncfenvirothon2025@gmail.com
- * **WhatsApp:** Please join the Volunteer WhatsApp Group to stay updated throughout the week.

