

TESTING STATION HOST



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TESTING STATION HOST

Date: Tuesday July 22

Location: Site B (Location to be revealed day of event)

Time Commitment: Full day commitment at the testing site.

Timeline:

7:15am – CAT bus and carpools depart MRU

By 8:00 am – Training Station Hosts arrive at Site B and check-in at Command Center.

8:00am to 9:00am – Station Hosts setup and prepare testing stations.

9:00am – Students arrive

9:05am – Student Testing Day Orientation

Testing:

9:15 am to 10:10 am – First testing station

10:15 am to 11:10 am – Second testing station

11:20 am to 12:15 am – Third testing station

12:15 am to 1:00 pm – Lunch at third station

1:05 pm to 2:00 pm – Fourth testing station

2:10 pm to 3:05 pm – Fifth testing station

3:30 pm – Bus departs for MRU

Goal of the Position:

Station Hosts oversee the setup and operation of their assigned testing station. They work closely with timers and test markers to ensure sessions run smoothly and fairly. Hosts are also responsible for managing materials, ensuring consistent timing, and returning completed tests securely to MRU.

Position Responsibilities:

- * Represent NCF-Envirothon and understand the competition format and rules.
- * Abide by the NCF-Envirothon Annual Competition Rules, and Regulations.
- * Ensure your training station is fully set up before students arrive.
- * Coordinate with Competition Advisory Team (CAT) timers to ensure accurate and fair timing.
- * Ensure all teams have equal access to materials and time.
- * Work with volunteer runners to deliver tests promptly to markers at the grading station.





- * After testing, collect and return all completed tests to MRU, so that marking can be finished that evening.
- * Clean and tidy your station before leaving.

Station Setup Checklist

- * Pencils/pens and erasers for each student
- * Clipboards for each team (extras on hand)
- * Sufficient chairs or alternative seating for volunteers, team guides, station hosts, CAT.
- * Drinking water available at or near the station
- * Tents for shelter from sun/rain
- * Accessible trash and recycling bins.

Position Boundaries:

- * Be respectful and professional at all times.
- * Never be alone with a student.
- * Do not show favoritism
- * Do not assist students with their tests or give any professional advice while they are at the training stations.
- * Keep cell phones on silent and avoid use during your shift.

Requirements

- * Dress appropriately for outdoor conditions (closed-toe shoes, long pants, layers, hat, sunscreen, etc.).
- * Be prepared to be outside for an extended period.
- * Lunch is provided; bring a refillable water bottle.

Risk Level: Medium

- * Weather variability and outdoor exposure.
- * Need to remain alert for issues or emergencies.
- * Responsible for students and volunteers at your station.

Contact

2025 NCF-Envirothon Alberta Host Committee

Email: ncfenvirothon2025@gmail.com

WhatsApp: Please join the Volunteer WhatsApp Group for timely updates.

