

TEAM GUIDE - TRAINING DAY



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TEAM GUIDE - TRAINING DAY

Date: Monday, July 21

Location: Site A (Location to be revealed day of the event)

Time Commitment:

This is a full day commitment where you travel to site and return to MRU at the end of day.

Timeline:

7:00am to 7:30am - Volunteer check-in at MRU

8:15am - Buses depart MRU

9:15am - Arrive at Site A. Team captains pick up supplies (notebooks, pencils, clipboards). Rest of team heads to Current Issue station.

9:25am - Announcements/Training Day Orientation

9:30am to 11:00am - Station 1: Current Issue

11:00am to 11:50am - Lunch

11:50am - Travel with students to their first assigned training station

12:00pm to 1:30pm - Second Training Station

1:30pm - Travel to the next station as directed by station hosts.

1:45pm to 3:15pm - Third Training Station

3:15pm - Ensure all student notebooks/supplies are handed in.

3:30pm - Students board buses

3:45pm - Buses depart for MRU

Goal of the Position:

Team Guides lead student groups through three of five training stations at the Field Training Site. You are responsible for keeping the group together, ensuring appropriate behaviour, and supporting students throughout the day, including accompanying them on bathroom breaks.

Position Responsibilities:

- * Guide students to three field training stations, starting with Current Issue.
- * Ensure team captains collect supplies before the first station.
- * After lunch, break up into groups based on the starting station noted on student's nametags (their training station primary choice noted during registration),
- * Confirm your own starting station on your volunteer assignment and during volunteer check-in.
- * Move with the same student group through all stations, following directions from station hosts.
- * Supervise students during stations and bathroom breaks. Accompany them to the bathroom when asked, but wait in clear view of other NCF-Envirothon representatives. Never be alone with a student.
- * Ensure students are engaged, respectful, and attentive to presenters.
- * Promptly report any concerns to the Site A Command Centre, Competition Advisory Team (CAT), or Alberta Host Committee.
- * If first aid is required, notify the command centre immediately to request medical attention from the ambulance stationed on site.
- * At day's end, collect and return all student notebooks/supplies before departure.
- * Confirm all students in your group are accounted for with the bus monitors.



Position Boundaries:

- * Act in a respectful and responsible manner at all times.
- * Never be alone with a student—stay in view of other Envirothon representatives.
- * Do not show favoritism or assist students with training materials or give any professional advice.
- * Stay with your group at all times. Contact the command centre by radio if you require a break and another volunteer will cover for you.
- * You are required to stay at site for the duration of the day.
- * Students may not have cell phones, electronic devices or watches on site.
- * Volunteers may carry phones but must keep them silent and non-disruptive.
- * Expect limited cell service; emergency communications will be managed through MRU radio contact.

Requirements for the role:

- * Dress appropriately: closed toe, comfortable shoes, long pants, weather-appropriate clothing
- * Bring a jacket, hat, sunscreen, bug spray, hat and a refillable water bottle.
- * We recommend you bring a portable lawn chair to use while on site.
- * Be prepared to be outside for extended periods.
- * Lunch and snacks are provided.

Risk Assessment: Medium

- * Requires being outdoors in varying weather conditions and physically capable of supervising and moving with students. Be prepared to stand for long periods of time.
- * Must remain alert and ready to handle any issues or emergency situations that might arise.
- * You are responsible for keeping your group together at all times.

Contact

2025 NCF-Envirothon Alberta Host Committee:

Email: ncfenvirothon2025@gmail.com

WhatsApp: Please join the Volunteer WhatsApp Group to stay updated throughout the week.

