

# TRAINING DAY STATION LEAD/HOST



**NCF-ENVIROTHON  
ALBERTA 2025**

## VOLUNTEER ROLE DESCRIPTION

### POSITION: STATION LEAD/HOST

**Date:** Monday, July 21

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

#### Time Commitment:

Full-day commitment at the training site.

#### Timeline:

**7:00am** – CAT bus and carpools depart MRU

**By 8:00am** – Station Lead & Presenters arrive at Site A and check-in at Command Center.

**8:00am to 9:00am** – Station Lead and Presenters setup/prepare stations. (Station tents, tables & chairs will already be set up by the crew.)

**9:15am** – Students arrive. Team captains pick up supplies (notebooks, pencils, clipboards). Rest of team heads to Current Issue station.

**9:25am** – Training Day Orientation

**9:30am to 11:00am** – First Station: Current Issue

**11:00am to 11:50am** – Lunch

**11:50am** – Students split into groups with Team Guides and head to their assigned station

**12:00pm to 1:30pm** – Second Training Station

**1:30pm** – Station Lead directs group to their next station

**1:45pm to 3:15pm** – Third Training Station

**3:15pm to 3:45pm** – Students hand in notebooks/supplies, board buses and depart.

**3:15-4:00pm** – Presenters and Station Hosts take down station

**4:00pm** – CAT bus departs

#### Goal of the Position:

Station Leads oversee the operation of their designated training stations. They ensure the site is well-prepared, presenters are supported, and the day runs smoothly. Leads help ensure training content delivered aligns with the training plans for: Aquatic Ecology, Forestry, Soils and Land Use, Wildlife, and the Current Issue, "Roots and Resiliency: Fostering Forest Stewardship in a Canopy of Change."

#### Station Lead/Host Responsibilities:

- \* Represent NCF-Envirothon professionally and be familiar with the competition structure.
- \* Abide by the NCF Envirothon Annual Competition Rules and Regulations.
- \* Ensure training stations are setup prior to student arrival.
- \* Prepare a schedule if the station includes multiple substations.
- \* Coordinate with station presenters and CAT timers to maintain timing and flow.
- \* Ensure all presenters have equal time for each substation to engage each group.
- \* Ensure every team has equal access to all resources and equipment.
- \* Direct station volunteers and provide clear and specific task assignments.





- \* Station Leads are responsible for supporting presenters, students and volunteers to ensure a safe and engaging learning environment.
- \* Promptly report any concerns to the Competition Advisory Team (CAT) and Site A Command Centre via radio.
- \* Submit names of media or guests to the CAT; confirm they have official ID.
- \* Tidy and clean the station at end of day.

### Host Station Checklist:

- \* Each student receives a notebook and pen or pencil with an eraser.
- \* Enough seating space for students, guides, and volunteers.
- \* Tent for weather protection.
- \* Access to drinking water jugs, snacks and first aid kit.
- \* Accessible trash and recycling bins.
- \* Backup supply bin: hand sanitizer, bug spray, sunscreen, sharpeners, staplers etc.

### Requirements for the Role:

- \* Dress for the weather: closed-toe shoes, long pants, jacket, hat, sunscreen, etc.
- \* Be prepared to be outdoors all day.
- \* Bring a water bottle. Lunch will be provided.

### Position Boundaries:

- \* Be respectful and responsible at all times.
- \* Never be alone with a student.
- \* Avoid favoritism and maintain fairness across all teams. Do not provide topic advice or assistance to individual students.
- \* Engage students only during their rotation at your station.
- \* Keep your phone on silent mode.
- \* Expect limited cell service; emergency communications will be managed through MRU radio contact.

### Risk Assessment: Medium

- \* Outdoor role with variable weather conditions.
- \* Stay alert and responsive to safety issues or emergency situations.

### Contact:

2025 NCF-Envirothon Alberta Host Committee

Email: [ncfenvirothon2025@gmail.com](mailto:ncfenvirothon2025@gmail.com)

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

