

VOLUNTEER CHECK IN



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: VOLUNTEER CHECK IN

Date: July 21 to 25

Location: Mount Royal University

Times:

Mon., July 21st to Wed., July 23

7:00am to 7:30am – I-128 - Main LP Building

Thurs., July 24

8:30am – 9:00am - Outside Jenkins Theatre - Main LP Building

Fri., July 25

7:00am to 7:30am - Atelier Room (ED1120) - TCPA (ED) Building

Time Commitment: This is a 1-hour morning commitment.

Goal of the Position:

Volunteer Check-In staff greet volunteers each morning, ensure all necessary forms are completed, and provide instructions and materials for their assigned duties. You are the first point of contact and play a key role in ensuring each volunteer feels informed and ready for their role.

Position Responsibilities:

- * Represent NCF-Envirothon with professionalism and enthusiasm.
- * Confirm completion of the volunteer Code of Conduct form.
- * Provide a brief overview of each volunteer's role, location, and schedule.

- * Distribute any materials or documents needed for their shift.
- * Share contact details for their designated supervisor or point person.
- * Be familiar with the day's schedule and provide information as needed.

Requirements for the role:

- * Be friendly, helpful, and organized.
- * Understand volunteer roles and responsibilities.
- * Communicate instructions clearly and confidently
- * Stay informed about the event schedule and updates.
- * Be a positive role model and conduct yourself respectfully.

Risk Assessment: Low

- * Minimal physical activity required.
- * Must remain alert and informed about the day's schedule.

Contact:

2025 NCF-Envirothon Alberta Host Committee

Email: ncfenvirothon2025@gmail.com

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



