

STUDY SESSION MONITOR



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: STUDY SESSION MONITOR

Date: Monday, July 21

Time: 6:00 pm to 9:30 pm

Location: Ross Glen Hall, EC Building

Goal of the Position: Monitor students during the study session and assist with set-up for it.

Position Responsibilities:

- * Setup snacks and team study supplies (Ziploc bags labeled with team numbers containing notebooks and pencils).
- * Distribute study supplies to team captains as they enter the hall.
- * Direct teams to choose a table and wait to open their study bags until all teams are seated and the Competition Advisory Team (CAT) signals the session has started.
- * Remind students that no electronic devices (phones, smartwatches, watches of any kind), pens, books, extra paper, backpacks, purses, or other bags are permitted in the session. Items must be collected and returned at the end.
- * Monitor any students who leave the hall for snacks or restroom breaks. Ensure no notebooks are taken outside.
- * Report any concerns to a member of the CAT or Alberta Host Committee.
- * Encourage respectful and appropriate behaviour.
- * Collect study materials at the end and return them to the bin corresponding to their team number.

Position Boundaries:

- * Always maintain respectful and professional conduct.
- * Do not discuss Envirothon study materials or training station sessions with students.
- * Keep your own cell phone turned off and stored out of sight.

Risk Assessment: Medium

- * This position may involve lifting and moving supplies (e.g. coolers of drinks, bins of snacks and notebooks).
- * Volunteers must remain attentive and aware of student conduct throughout the shift.

Contact

2025 NCF-Envirothon Alberta Host Committee:

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WhatsApp: [Volunteer Messenger Group](#)

