

TEAM GUIDE - TESTING DAY



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

POSITION: TEAM GUIDE - TESTING DAY

Date: Tuesday, July 22

Location: Site B (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

9:00am - Arrive at Field Testing Site B

9:00 to 9:10am - Student instructions and orientation

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

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

11:20am to 12:15pm - Third testing station

12:15 to 1:00pm - Lunch at third station

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

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

3:15pm - Students board buses

3:30pm - Buses depart for MRU

Goal of the Position:

Team Guides lead student groups through all five testing stations at the Field Testing 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 each of the five testing stations, starting at your assigned station.
- * Supervise students during testing stations and bathroom breaks. Accompany students when asked but remain in view of other representatives. Never be alone with a student.
- * Ensure students are engaged, respectful, and attentive to presenters and timers.
- * Report any concerns to the command centre immediately.
- * When instructed by station hosts, transition your group in an orderly manner to the next station, making sure all students in your group are accounted for.
- * If you require a break, notify the command centre who will arrange a replacement.
- * In case of medical emergencies, alert the command centre immediately. Emergency services will be on site.
- * At the end of the day, confirm all students in your group are accounted for with bus monitors.

Position Boundaries:

- * Always act respectfully and responsibly.
- * Never be alone with a student—remain in view of other Envirothon representatives.
- * Do not assist students with testing materials or provide any professional advice.
- * Remain with your group at all times. If relief is needed, request help from the command centre.
- * You must remain at the site for the entire day. Leaving the site is not permitted.
- * Students are not permitted to have cell phones, watches, or electronic devices.



- * Volunteers may carry phones but must keep them silent and non-disruptive.
- * Cell service may be limited. Emergency contact will be coordinated with MRU via radio.

Requirements for the role:

- * Be prepared to be outside for extended periods.
- * 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.
- * 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.

