

# REGISTRATION & CHECK IN



**NCF-ENVIROTHON  
ALBERTA 2025**

## VOLUNTEER ROLE DESCRIPTION

### POSITION: REGISTRATION & CHECK IN

**Date:** Sunday, July 20

**Location:** West Residence Building B, Room RB1025

**Time Commitment:** Half day shift.

#### Timeline:

12pm to 5:00pm – Team registration  
(Volunteer shifts 12-2:30pm or 2:30-5pm)

6:00pm to 6:45pm – Take down registration

#### Goal of the Position:

Welcome and check in student teams, advisors, guests, and volunteers. Distribute room keys, swag bags, event documents, and provide essential information for the competition week.

#### Position Responsibilities:

- \* Represent NCF-Envirothon in a friendly and professional manner.
- \* This is the first point of contact for many participants.
- \* Aim to leave teams with a good first impression which will set the tone for the rest of the week.
- \* Match individuals or teams with the registration list.
- \* Distribute room keys (note: early arrivals may have received keys on Saturday).
- \* Provide swag packages and assigned documents to each individual or team.

- \* Ensure volunteers and guests have completed a Code of Conduct form—have forms available for those who have not submitted one.
- \* Refer any questions or issues to the NCF-Envirothon Alberta Host Committee representative on-site.
- \* If scheduled to assist with take down of registration, move all materials to storage into I-130 in the Main LP Building)

#### Requirements for the Role:

- \* Be enthusiastic and welcoming.
- \* Act responsibly and respectfully.
- \* Stay organized to ensure a smooth, efficient and timely registration process.
- \* Be familiar with the event schedule and able to answer general questions.

#### Risk Assessment: Low

- \* Tasks involve light lifting and repetitive activity.
- \* Must remain alert and attentive throughout the shift.

#### Contact:

**2025 NCF-Envirothon Alberta Host Committee**

- \* **Email:** ncfenvirothon2025@gmail.com
- \* **WhatsApp:** Please join the Volunteer WhatsApp Group for timely updates

