

BUS GUIDE- TRAINING & TESTING



**NCF-ENVIROTHON
ALBERTA 2025**

VOLUNTEER ROLE DESCRIPTION

Date:

- * Monday, July 21st and Tuesday July 22nd

Location:

- * Site A (Monday) & Site B (Tuesday)
(Specific location to be revealed day of the event)

Time:

- * **Volunteer Check-in:**
7:00am to 7:30am I128, Main LP Building
Buses load: 7:45am to 8:15am
TransCanada Amphitheatre Barrier
Buses depart: 8:15am
- * **Tuesday:**
Arrive at Site A: 9:15 am
Buses load: 3:30pm
Buses depart: 3:45pm
Arrive at MRU: 4:45pm
- * **Monday:**
Arrive at Site A: 9:00am
Buses load: 3:15pm
Buses depart: 3:30pm
Arrive at MRU: 4:15pm

Time Commitment:

- * This is a full day commitment where you travel to site and return to MRU at the end of day.

Goal of the Position:

- * Guide students in an organized and safe manner while boarding the bus to and from the Training or Testing site. Communicate effectively and politely with the bus passengers.

Position Responsibilities:

- * Act as a representative of NCF-Envirothon.
- * Interact with students and other passengers in a friendly manner.
- * Maintain the bus roster and make sure to do a headcount when leaving for site and again when returning to MRU.
- * Communicate safety and other logistics to bus occupants. Script will be provided.

On Monday (Training Day):

- * Make an announcement on the bus that team captains are to pick up notebooks as soon as they arrive at site and all other team members are to make their way to Current Issues station. One other adult volunteer may accompany the captain to help carry notebooks back to Current Issues station.
- * You are required to stay at site for the duration of the day to help with other volunteer duties on site.
- * Communicate any issues or concerns to an Alberta Host Committee member at the Site command centre or through the Volunteer WhatsApp Messenger Group while on route.

Requirements for the role:

- * Dress appropriately. Wear closed toe, comfortable shoes and be prepared for changing weather conditions. Bring a jacket, sunscreen, bug spray, hat, etc. We suggest wearing long pants.
- * Be prepared to be outside for an extended period.
- * Lunch and snacks will be provided. Please bring a refillable water bottle.
- * You may be asked to take on another role while at site for which position responsibilities will be provided in a separate role description.

Risk Assessment: Medium

- * You will be outside at site where you may experience different weather conditions.
- * Traveling to and from site requires you to be on a school bus for approximately 45 mins to 1 hour each way.
- * You need to be alert while traveling to and from site and be ready to handle any situation that may arise on your bus.
- * Cell service may be limited while traveling and while on site. We will have a contact at MRU able to reach the site via radio in case someone needs to reach you during an emergency.
- * Buses travel together and bus drivers are in radio contact to and from site.
- * Two bus guides are on each bus to assist each other with headcounts and student questions.
- * At the end of the training session day make sure you communicate with the team guides and make sure all team members are accounted for when boarding the buses to go back to MRU.

Contact:

2025 NCF-Envirothon Alberta Host Committee:
Email: ncfenvironthon2025@gmail.com
WhatsApp: [Volunteer Messenger Group](#)

