

2007 VOICES OF STRENGTH
PRECONFERENCE INSTITUTE AND CONFERENCE:
WEAVING MULTIPLE APPROACHES TO HELP YOUTH THRIVE
MAY 2-4, 2007

VOLUNTEER OPPORTUNITIES & JOB TASKS

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Dear Interested Volunteer:

Thank you in advance for your interest in volunteering for the 2007 ***Voices of Strength Preconference Institute and Conference: Weaving Multiple Approaches to Help All Youth Thrive***. This year's Preconference Institute and Conference will be held May 2-4, 2007, at the beautiful Colorado Convention Center in downtown Denver, Colorado. Preparations are well underway for the region's premiere positive youth development preconference institute and conference and we are looking for outstanding and committed youth and adult volunteers for both the Preconference Institute (May 2) and the Conference (May 3-4). Volunteers are an essential part of making this an event where attendee's can take time to learn, reflect, network, and renew their commitment to positive youth development and building healthy communities.

Voices of Strength volunteers who contribute a minimum of ten hours of service are not only rewarded with meaningful service opportunities, but also the opportunity to attend the two-day Voices of Strength Conference, including this year's networking event to be held on May 3rd. Volunteer opportunities range from assembling conference packets or being exhibit coordinator before the conference to being a room monitor or registering attendees at the conference.

Enclosed you will find a listing of Volunteer Opportunities & Job Tasks; please review the available options to determine which position is the best fit for you. To apply for a volunteer position, download the volunteer registration form from www.buildassets.org and return to the Assets for Colorado Youth Office as soon as possible, as all volunteer positions will be filled on a first come first served basis and positions will not be held until the registration form is received.

If you have further questions or comments, please feel free to contact me at your earliest convenience via email at chanel@buildassets.org or phone at 303.832.1587. Also, for the most current Voices of Strength Preconference Institute and Conference literature please go to www.buildassets.org.

Thank you again for your interest in volunteering at this great learning and capacity building event in May. We look forward to joining together to strengthen our work with Colorado children and families!

Sincerely,

Chanel Freeman
Assets for Colorado Youth

VOLUNTEER OPPORTUNITIES & JOB TASKS

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VOLUNTEER CONFERENCE SCHOLARSHIP REQUIREMENT

MUST VOLUNTEER FOR TWO/THREE DAYS OF CONFERENCE
OR A MINIMUM OF TEN VOICES OF STRENGTH SERVICE HOURS BEFORE
PRECONFERENCE AND, OR CONFERENCE.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: ROOM MONITOR	
Position Able to attend conference	Yes
When	May 3: 8 am – 4 pm May 4: 8 am – 4 pm
Number of Positions Available	15
Position Type	Adult and Youth

JOB DESCRIPTION

- Pick up evaluation packet from Conference HQ before session begins.
- Get to classroom at least 5 minutes before session starts!!!
- Make sure correct sign is outside door for current session.
- Check room for cleanliness. Tidy up as needed.
- Check your list to make sure that all AV equipment is there – if not CALL Chanel or Katherine IMMEDIATELY!
- Introduce yourself to presenter and assist with workshop set-up if needed. Let them know you are there to help throughout the session and will be monitoring attendance numbers. Also tell them that you will let them know when there are only 5 minutes left so that you can hand out evaluation forms.
- Monitor attendance numbers based on your checklist. When maximum number is reached, tell subsequent arrivals that the session is full and they need to go to their second choice.
- If session is full, post FULL sign on door and close.
- Assist presenter during session if needed (ie: distributing handouts).
- Enjoy the session!
- Alert presenter 5 minutes before end of session.
- Handout evaluation forms to all attendees.
- Collect evaluation forms at door as attendees leave and put back into envelope.
- Check cleanliness of room before leaving and tidy up if needed.
- Take down session sign outside of door as you leave to display next session.
- Return evaluation envelope to Conference HQ directly after session ends and pick up packet for next session.

JOB REQUIREMENTS

1. Your breaks (including lunch) will all be shortened since you need to stay briefly after session and be there early.
2. Helpful (but not necessary) if you know how to set up AV equipment to be able to assist presenter if needed.
3. If you select this job, you will have to choose your sessions now and stick to attending those sessions. If another room monitor has already chosen your session, you must select another one.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: ATTENDEE REGISTRATION

Position Able to attend conference	Yes
When	May 2: 7 am – 9 am, 12 pm – 1:30 pm, 6 pm – 7:30 pm May 3: 7 am – 10:30 am May 4: 7 am – 10:30 am
Number of Positions Available	6 Total May 2: 4 May 3: 6 May 4: 6
Position Type	Adult

JOB DESCRIPTION

For Pre-Conference: May 2 (Wednesday) – Morning

1. Be at check-in station by 7am to set up and prepare to check-in morning attendees.
2. Conference Packets will be alphabetized by attendee last name and will be separated into 3 groups. 2 people will staff each group. One will check off names on sign-in sheet and the other will pass out packets.
3. As each attendee arrives, great with a smile!
4. Check for name on Sign-in Sheet to see if they are paid or unpaid.
5. If unpaid or not on sign-in sheet, send them to Billing table.
6. If paid, check name off on Sign-in Sheet and hand them their Conference Packets.
7. Direct them to the appropriate room for their session or meeting.
8. Stay at booth until 9:30am.
9. Pack up Conference Packets and sign-in sheets and leave at table for afternoon volunteers.

For Pre-Conference: May 2 (Wednesday) – Afternoon

- Be at check-in station by 12pm to set up and prepare to check-in afternoon attendees. (Follow steps 2-6 above.)
- Direct them to their session.
- Stay at booth until 1:30pm.
- Pack up all Conference Packets and clean up registration area.
- Return all Conference Packets and sign-in sheets to conference HQ.

For Conference: May 3- 4 (Thursday and Friday)

- THURSDAY: Be at check-in station by 7am to set up and prepare to check-in morning attendees.
- FRIDAY: Be at check-in station by 8am to set up and prepare to check-in morning attendees.
- Conference Packets are alphabetized by attendee last name and will be separated into 3 groups. 2 people will staff each group. One will check off on sign-in sheet and the other will pass out nametags.
- As each attendee arrives, great with a smile!
- Check for name on Sign-in Sheet to see if they are paid or unpaid.
- If unpaid or not on sign-in sheet, send them to Billing table.
- If paid, check name off on Sign-in Sheet and hand them their Conference Packet.
- Direct them to continental breakfast and ballroom for program opening.
- Stay at booth until 10:30am.
- Put up sign directing late arrivals to Conference HQ to register.
- Pack up all Conference Packets and the Sign-in sheets from each group and bring to Conference HQ.

JOB REQUIREMENTS

1. Positive attitude to greet attendees early in morning!
2. You will miss 1 keynote.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: ATTENDEE REGISTRATION WITH PAYMENT

Position Able to attend conference	Yes
When	May 2: 7 am – 9 am, 12 pm – 1:30 pm, and 6 pm – 7:30 pm May 3: 7 am –10:30 am May 4: 8 am –10:30 am
Number of Positions Available	2 Total
Position Type	Adult

JOB DESCRIPTION

For Pre-Conference: May 2 (Wednesday) - Morning

1. Be at check-in by 7am to set up and prepare.
2. Conference Packets are alphabetized by attendee last name. One person will check off on sign-in sheet and pass out Conference Packets while the other processes payment.
3. As each attendee arrives, great with a smile!
4. Check for name on Sign-in Sheet. If not, have them fill out registration form.
5. Process payment.
6. Hand them their Conference Packets or a blank Conference Packet if registering that day.
7. Direct them to breakfast and ballroom for opening welcome.
8. Stay at booth until 9:30am.
9. Pack up Conference Packets, registration forms and sign-in sheets and leave at table for afternoon volunteers.

For Pre-Conference: May 2 (Wednesday) - Afternoon

- Arrive at booth by 12pm to set up and prepare to check-in afternoon attendees. (Follow steps 2-6 above.)
- Direct them to their session.
- Stay at booth until 1:30pm.
- Pack up all Conference Packets and clean up registration area.
- Return all Conference Packets and sign-in sheets to Kirsten at end of day.

For Conference: May 3 – 4 (Thursday and Friday)

- Be at check-in by 7am to set up and prepare.
- Conference Packets are alphabetized by attendee last name. One person will check off on sign-in sheet and pass out Conference Packets while the other processes payment.
- As each attendee arrives, great with a smile!
- Check for name on Sign-in Sheet. If not, have them fill out registration form.
- Process payment.
- Hand them their Conference Packets or a blank Conference Packet if they are registering that day.
- Direct them to continental breakfast and ballroom for program opening.
- Stay at booth until 10:30am
- Put up sign directing late arrivals to Conference HQ to register.
- Pack up all Conference Packets, registration forms and the Sign-in sheets and bring to Conference HQ.

JOB REQUIREMENTS

1. Ability to process credit cards on an antiquated, manual credit card machine (we will show you how it works!) and deal with numbers and money comfortably.
2. Positive attitude to greet attendees early in morning!
3. You will miss Wed keynote.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: CONFERENCE HEADQUARTER ATTENDANT

Position Able to attend conference	Yes
When	May 3: 7:30 am – 4 pm May 4: 7:30 am – 4 pm
Number of Positions Available	5 Total
Who Should Apply	Adults and Youth

JOB DESCRIPTION: CONFERENCE HEADQUARTERS ATTENDANT

- Check-in presenters.
- Provide assistance to presenters upon request.
- Assist conference attendees with information request (i.e. restroom locations, conference program locations, exhibitor locations, etc.)
- Manage conference lost and found
- Provide volunteers with assignment packets
- Collect conference evaluations

JOB DESCRIPTION: PRESENTER ASSISTANCE

- After presenter checks-in, introduce yourself and offer to assist presenter with bags to the room they are speaking in.
- Make sure room monitor is in room ready to greet and assist presenter with set-up. If not, call me immediately.
- Before leaving, offer to assist presenter again after presentation. If yes, go to room directly after attending your session to help presenter.
- Go back to presenter table (or Conference HQ if after morning check-in) and check to see if there is another presenter that requires your assistance. Repeat this until sessions begin.

JOB REQUIREMENTS

1. Ability to carry heavy bags.
2. Positive and professional attitude – especially early in the morning!

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: CONFERENCE PACKET ASSEMBLY

Position Able to attend conference	Yes
When	April 18, 19, 20, 25, 26, and 27: 8am -6pm April 21 and, or 28: 10am – 3pm
Number of Positions Available	6-8 Total
Position Type	Adult and Youth

JOB DESCRIPTION – ATTENDEE PACKETS

- Assemble 400 attendee conference packets.
- Apply label to packet.
- Break apart nametags and insert into holder.
- Insert nametag and holder into packet.
- Insert program into packet.
- Insert overall conference evaluation into packet.
- Insert giveaways into packet and seal.
- Organize alphabetically and box up.

JOB DESCRIPTION – PRESENTER PACKETS

- Assemble 50 presenter conference packets.
- Apply label to packet.
- Break apart nametags and insert into holder.
- Insert nametag and holder into packet.
- Insert thank you note into packet.
- Insert program into packet.
- Insert presenter evaluation.
- Insert gift into packet and seal.
- Organize alphabetically and box up.

JOB DESCRIPTION – EXHIBITOR PACKETS

- Assemble 15 exhibitor conference folders.
- Apply label to packet.
- Break apart nametags and insert into holder.
- Insert nametag and holder into packet.
- Insert thank you note into packet.
- Insert program into packet.
- Insert exhibitor evaluation.
- Organize alphabetically and box up.

JOB REQUIREMENTS

1. Attention to detail very important!
2. Patience and ability to do a repetitive task.
3. Some manual dexterity needed.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: SESSION EVALUATIONS—COPIES AND ASSEMBLY

Position Able to attend conference	Yes
When	April 18, 19, 20, 25, 26, and 27: 8am -6pm April 21 and, or 28: 10am – 3pm
Time Requirement(s)	VARYING
Number of Positions Available	1-2 Total
Position Type	Adult and Youth

JOB DESCRIPTION – SESSION EVALUATIONS

- Make copies of session evaluations in groups of 50 for each session.
- Apply labels on evaluation envelopes for each session.
- Insert 50 copies of evaluation into envelope.

JOB DESCRIPTION – CONFERENCE AND PRESENTER EVALUATIONS

- Make 400 copies of overall evaluations.
- Make 50 copies of presenter evaluations.
- Make 15 copies of exhibitor evaluations.

JOB REQUIREMENTS

1. Ability to operate office copier (ie – be able to fix copier jams and restock paper on your own or after being show once).
2. Attention to detail and able to do repetitive tasks!

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: PRESENTER GIFT ASSEMBLY

Position Able to attend conference	Yes
When	April 18, 19, 20, 25, 26, and 27: 8am -6pm April 21 and, or 28: 10am – 3pm
Number of Positions Available	1 Total
Position Type	Adult

JOB DESCRIPTION

- Gather and count out items needed for assembly (items will be at office).
- Put together like demo and tie with pretty ribbon.
- Stack and pack neatly to be used in presenter packet assembly.

JOB REQUIREMENTS

- Ability to wrap a gift type of skill needed here! Helps to be a bit crafty.
- Attention to detail and able to do repetitive tasks.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: REGISTRATIONS—ENTERING AND CONFIRMING

Position Able to attend conference	Yes
When	March 26-May 1, between 9 am & 5 pm
Number of Positions Available	2 Total
Position Type	Adult and Youth

JOB DESCRIPTION – ENTER IN REGISTRATIONS

- Make copy of registrations accounting person.
- Enter all information into database accurately. Double-check!
- Write date when form was entered on form.
- File in registration folder alphabetically.

JOB DESCRIPTION – EMAIL CONFIRMATIONS

- Copy confirmation email text from template.
- Insert into new email and add personalization.
- Attach any docs that go with confirmation.
- Send documents.
- Note confirmation sent in database.

JOB REQUIREMENTS

1. Must be comfortable using pc computer and Microsoft Office applications – helpful in you have used MS Access before but not necessary.
2. Must be comfortable doing basic computer word processing tasks like cut, copy, paste.
3. Must be comfortable using MS Outlook, attaching documents and sending emails.
4. Must be able to type accurately and well.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: SETUP AND CLEAN UP

Position Able to attend conference	Yes
When	May 1, 2, 3 & 4
Time Requirement(s)	VARYING
Number of Positions Available	2 Total

JOB DESCRIPTION – MAY 2

- Be at ACY office by 6am to help pack up all supplies to go to Colorado Convention Center.
- Help unload and move into hotel.
- Set up ACY booth.
- Set up Conference HQ and Check In tables.
- Put up signage as needed.
- Drop off AV equipment and room supplies to each breakout room.

JOB DESCRIPTION – MAY 3

- Be at the Colorado Convention Center by 7am.
- Drop off AV equipment and room supplies to each breakout room.
- Help out with any staff needs for set up or moving stuff.
- At 4pm, pick up all AV equipment and bring back to Conference HQ.

JOB DESCRIPTION – MAY 4

- Be at Colorado Convention Center by 8:15am.
- At 4:30pm, pick up all AV equipment and bring back to Conference HQ.
- Break down ACY booth and pack up.
- Break down Conference HQ and pack up.
- Gather and pack up signage.
- Go to ACY office with staff and help unload and move everything up to office.

JOB REQUIREMENTS

1. Ability to carry and move heavy items.
2. Need transportation to and from ACY office and Convention Center. Bonus points if you have lots of space in your vehicle to help move stuff!
3. Helps to be an “early bird”.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: CONFERENCE PROGRAM ADVERTISEMENT SOLICITATION

Position Able to attend conference	Yes
When	Anytime – All Ads are due by 5 pm Monday April 13 th
Number of Positions Available	Unlimited
Position Type	Adult and Youth

JOB DESCRIPTION

- Anyone who can sell \$300 worth of ad space in the conference program will get free attendance to the 2-day conference (May 3 -4, 2007). The ad breakdown to achieve the \$300 goal would be as follows: eight business card size (3.5" x 2") @ \$35/ea, six quarter page ads (3.75" x 5") @ \$50/ea, four half page ads (8.5" x 5.5" or 4.25" x 11") @ \$75/ea, two full page ads (8" x 10.5"), or any combination of ads amounting to \$300 or more (note prices are based on advertisers providing camera-ready PDF of jpeg file to import into conference program).
- Conference location is the Colorado Convention Center in downtown Denver – start there! Other potential advertisers include any business or organization that is interested in creating communities where children and families can thrive.
- We will provide all the forms needed to sell ads including information about conference and about ACY.
- Send email to chanel@buildassets.org or katherine@buildassets.org to request forms.

JOB REQUIREMENTS

1. Must be comfortable talking about the conference and have basic knowledge of Assets for Colorado Youth (ACY). (We will provide information sheet on ACY for you.)

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: EXHIBIT COORDINATOR

Position Able to attend conference	Yes
When	Before and during conference
Number of Positions Available	1 Total
Position Type	Adult

JOB DESCRIPTION – BEFORE CONFERENCE

- Receive exhibitor information from ACY staff.
- Send confirmation to exhibitors.
- Create map of available exhibitor space at Convention Center.
- Assign all exhibitors location at conference.
- Arrange for early setup if requested.

JOB DESCRIPTION – AT PRECONFERENCE/CONFERENCE

- Be at Colorado Convention Center by 6:45am to greet arriving exhibitors starting at 7am.
- Check in and give exhibitor conference packet.
- Direct to table.
- Briefly check in on exhibitors during breaks.
- Collect evaluations from exhibitors during lunch on Friday and thank them for coming.

JOB REQUIREMENTS

- Must be able to work independently.
- Must be comfortable using MS Outlook, attaching documents and sending emails.
- Must be reliable and dependable.

VOLUNTEER OPPORTUNITIES & JOB TASKS

JOB TITLE: CDE CREDIT COORDINATOR

Position Able to attend conference	Yes
When	Before and during conference
Number of Positions Available	1 Total
Position Type	Adult

JOB DESCRIPTION – BEFORE CONFERENCE

1. Familiarize yourself with both credit options and requirements. (We will provide all information for you.)
2. Get list of attendees who are interested in either type of conference credit from ACY.
3. Send each attendee email based on credit type they are interested in. (Templates will be provided for both types.)
4. Receive emails from attendees confirming their intent. Receive payment information from those pursuing college credits and pass along to accounting.
5. Send confirmation to attendee. (Template will be provided.)

JOB DESCRIPTION – AT CONFERENCE

1. Be at Conference HQ from 7am to 10 am on May 3 and May 4 to answer any questions or sign up new people for credit.
2. Be at Conference HQ directly after the closing session to hand out conference certificates for CDE credit.

JOB REQUIREMENTS

1. Must be able to work independently.
2. Must be comfortable using MS Outlook, attaching documents and sending emails.
3. Must be reliable and dependable.