This Way to Sustainability Conference Volunteer
Position Description

POSITION: Community Center (BMU Auditorium)
(6-8 volunteers needed + 1 as Guru)

Timeframe: Late January through the dates of the conference

GURU: Works to build a team of Community Center volunteers, attends maintains volunteer signup sheets, attends meetings with other conference Gurus, coordinates with Community Center volunteers to assure scheduling and staffing needs are met, and coordinates with the Special Events volunteers and lead conference coordinators on events and activities within the BMU Auditorium during the conference.

DESCRIPTION:
Coordinates activities within the BMU Auditorium during the conference to entice students to wander throughout the Auditorium. Creation of new events during the conference is up to you within guidelines outlined by the lead conference coordinators. Some of the typical activities are:

TASKS:

- Local Lunch
  - Typically we host a catered lunch in the BMU during the conference. Working with the special events volunteers to coordinate and assure decorations, special VIP table settings, featured entertainment, etc., are all planned to perfection.

- Daily Continental Breakfast
  - Each day of the conference we host continental breakfast for our participants. You would be responsible for working within the BMU Auditorium to encourage participants to bus their tables, compost and recycle, and to engage with the exhibitors and other participants while they are there.

- Eco-Fashion Show
  - During the conference we may host an Eco-Fashion Show; in coordination with the Special Events Guru, to showcase clothing and accessories that have been obtained sustainably; in the past students would obtain clothing from local vendors and local thrift shops to show how reuse and buying local can look great. In the past, the fashion show was entertainment during the lunch break.

- Featured Speakers & Videos
  - During the conference we may host special videos or keynote speakers in the Auditorium. You would assist guests and building staff with equipment needs for these events, assist during the Q&A, and make sure lead coordinators and BMU staff are kept up to date on any changes, additional needs, etc.

- Poster Presentation
  - A showcase of sustainability projects and efforts of University student groups, our campus and other participating schools. Conference participants vote on the projects to choose a winner. You will be in charge of organizing this event in coordination with our lead conference coordinators; coordinating poster setup, adherence to BMU guidelines, poster removals, voting, and awards announcements for poster winners.

- Student Group Exhibitors
  - Our campus student sustainability groups typically are given an opportunity to table during the conference in the BMU Auditorium. The Community Center
volunteers are responsible coordinating for check-in, assisting with setup and assuring take down by the deadline, in coordination with the lead conference coordinators, and all according to BMU policies and guidelines.

- **PowerPoint**
  - Each year we provide BMU staff with a PowerPoint for the conference to highlight conference sponsors, photos from past conferences, acknowledgements, and highlights of the current conference. You will be responsible to create this in coordination with the lead conference coordinators.

- **Engaging Participants**
  - Keep participants abreast of events in the Auditorium throughout the conference, engage them in activities as much as possible.