POSITION: Volunteer Guru (2 Volunteers as Guru and 100+ volunteers)

Timeline: November through dates of the conference

DESCRIPTION:
Please note that this position is extremely important, due to the fact that the conference would not be able to happen without volunteers.

Works to solicit as many volunteers as possible to fill the positions needed for the days of the conference, as well as leadership planning before the conference. Students will have varying time availabilities and we are more than happy to accommodate them.

TASKS:
- Create, maintain and circulate volunteer sign-up sheets during the many months before the conference. Keep just one sheet, so it does not get confusing. Get volunteers through the AS Sustainability Collaborative meetings, tabling and from class talks.
- Input names into an Excel spreadsheet to keep things organized and to make sure that we have the contact information for volunteers at all times.
- Begin creating volunteer sign-up sheets about 2 months before the conference to get volunteers for the day of the conference. Inquire with each guru about how many volunteers they will need for the days of the conference, as well as the time commitment.
- On the sign-up sheets make sure to include the job description so volunteers know what they are signing up for, the dates, duties, etc., on the spreadsheet
  - Circulate these sheets at the collaborative meetings.
  - Communicates via e-mail to keep volunteers up to date on position availability, planning meetings, etc.
  - Perform class talks
  - Weekly tabling events
  - Coordinate volunteer training meetings
- Coordinate volunteer t-shirt distribution. Typically, to get a shirt, we ask individuals to either moderate AND volunteer for 5 hours or just volunteer for 10 hours.
- A few days before the conference, e-mail all volunteers their day/time/duty as a reminder.
- Make sure to keep a copy of the volunteer list, job descriptions, and locations available at the registration desk.

RECOMMENDATIONS:
- Stay organized and conduct a good amount of outreach to professors to do class talks to recruit volunteers.