

VOLUNTEER JOB DESCRIPTIONS



Youth & Adults Conference

The Y&A Conference provides an opportunity for self-advocates age 15 and older to participate in their own workshops and activities. We ask that Table Volunteers commit for the entire weekend as it provides a consistency that is invaluable to the self-advocates. Lunch is provided on Saturday and a snack on Sunday. There are three types of Y&A volunteers:

Table Volunteers lead a group of eight self-advocates in planned activities, encouraging them to engage in the programming and with each other. Volunteers remain with the same eight self-advocates throughout the entire weekend. Table Volunteers are assisted by Table Floaters, three of whom are assigned to a group of four tables. This group of four tables is called a rotation group and rotates together to various programs. Each table will have a volunteer folder that summarizes support needs, medical and dietary issues, and family contact information for each self-advocate at that table, as well as the daily activity schedule.

Table Floaters assist Table Volunteers with the needs of the self-advocates, escort the self-advocates to/from the restroom, and help with transition to workshops and activities. Some tables may need more assistance than others, so Table Volunteers assist where the most help is needed. Three Table Floaters are assigned to a group of four tables called a rotation group. This group rotates together to the activities.

Back of House Volunteers monitor the doors, emergency exits, stairs, and elevators to make sure self-advocates do not leave the room or building. They guide self-advocates to/from the restroom and assist with the transition between workshops. They may also support self-advocates who choose to unwind in a less stimulating space outside of the conference room.

Kids' Camp

Kids' Camp offers a safe environment for children to play while their parents attend the General Convention. We host 200 children in each of 5 sessions ranging in age from 6 months to 14 years old. Attendees will predominately be individuals with Down syndrome but will also include typically-developing siblings. Volunteers may choose the age group with whom they are most comfortable. Kids' Camp Counselors help ensure the safety of the campers and engage them in crafts, games, and educational activities. Kids' Camp Back of House Volunteers monitor the exits, escalators, and restrooms to ensure the safety of the children.

Brothers & Sisters Conference

The Brothers & Sisters Conference is a learning and networking opportunity offered to siblings of those with Down syndrome. We host an Elementary School Group, Middle School Group, and High School Group. Volunteers assist with check in and interact with the Elementary Group during their Saturday activities or with those who need some down time away from the activities.

Registration

Volunteers welcome attendees upon arrival and provide them with their registration packet, tote bag, nametag and other materials. They also answer general convention questions and provide directional support.

Session Hosts

Volunteers are needed in each workshop to welcome attendees, introduce the speaker (using a prepared statement), distribute and collect evaluation forms, record attendance, and report any audio-visual concerns. Pre-conference session hosts also check in registered attendees, provide nametags, and distribute handouts.

Floaters

Floaters provide directional support, fill vacant volunteer slots, collate workshop evaluations, and help prepare rooms and materials for special events.

Bilingual Volunteers

Spanish-speaking volunteers are needed in all areas. Bilingual registration volunteers assist Spanish-speaking attendees during the registration process. At the Spanish information table, volunteers answer general questions, manage the distribution of simultaneous interpretation headsets, and provide directional support. Bilingual volunteers at the Y&A Conference or Kids' Camp assist Spanish-speaking attendees engage in activities. Bilingual session hosts assist in workshops presented in Spanish or workshops presented in English and are simultaneously interpreted. They introduce the speaker (using a prepared statement), distribute and collect evaluation forms, record attendance, and report any audio-visual concerns or room issues.

Special Events

Volunteers are needed to help set up and/or check-in attendees at the Medical Roundtable, Advocacy Training, Educator Conference, and Research Rally.