

## VOLUNTEER JOB DESCRIPTIONS

### NATIONAL DOWN SYNDROME CONGRESS 46<sup>TH</sup> ANNUAL CONVENTION

JULY 12 – 15, 2018

SHERATON DALLAS HOTEL & CONVENTION CENTER



#### 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. Volunteers may help one or more days; however, past experience has shown that volunteers who commit for the entire weekend provide a consistency that is invaluable. There are two types of Y&A volunteers:

**Table Volunteers:** Each table is assigned one or two volunteers with approximately 8 self-advocates. The volunteers interact directly with self-advocates to ensure that they are engaged with each other and the activities. The self-advocates and volunteers at a table always move together. Lunch is provided on Saturday and a snack on Sunday. 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.

**Back of House Volunteers:** Monitor hallways and exits and guide self-advocates to the restroom. Assist with the movement of groups to new programming locations. Support self-advocates who choose to unwind in a less stimulating space and assist talent show facilitators in getting "acts" on and off stage.

#### 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 they are most comfortable with. Volunteers help ensure the safety the campers; engage them in crafts, games, and educational activities; and walk with children who need some down time away from their room.

#### 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.

#### Educator Conference

The Educator Conference brings together world-renowned speakers for a special workshop for educators working to enhance outcomes for their students with Down syndrome and other intellectual disabilities. Volunteers check in registered attendees, distribute conference materials, introduce the speakers (using prepared statements), report any audio-visual concerns, and assist the speaker as needed.

#### 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.

#### Floater

Floater 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.