

Henry Mayo Newhall Memorial Hospital

SCV Healthy Baby Expo

Sunday, May 17, 2009



Volunteer Job Descriptions

Set-up (9 a.m. to 5 p.m.)

Set-up the day before the Baby Expo on May 3. Put up signs, banners, and booth numbers. Rope off areas, prepare transport of materials, and check generators and extension cords.

Stage Set-up (1 p.m. – 5 p.m.)

Set-up stage the day before the Baby Expo on May 3. Set-up microphone and ensure generators and extensions cords are set-up and ready.

Clean-up (3 p.m. – 5 p.m.)

Clean-up after Baby Expo on May 4. Return all items to marketing office, stack trash cans, and take down banners.

Vendor Check-In (8 a.m.– 11 a.m.)

Check in the Baby Expo vendors, give representatives their informational packets, and direct them to their assigned spot.

Vendor Coordinator (8 a.m. – 11 a.m.)

Assist vendors in checking in, leading them to their vendor locations, dispatching runners to take vendors lunch. Ensure the vendors have everything they need to be successful.

Volunteer Coordinator (7 a.m. – 4 p.m.)

Check in volunteers. Notify staff if volunteers do not show for their assignment. Dispatch volunteers who have completed their assignment, to another assignment, as needed.

Registration (10:30 a.m.– 3:30 p.m.) (12)

Register Baby Expo attendees and give them their wristband. Ask attendees to fill out exit survey and hand them a gift.

Booth Assistant (10:30 a.m. – 3:30 p.m.) (4)

Work with vendors in setting up and working in their booths, as needed.

Raffle Coordinator (8 a.m. – 4 p.m.) (1-2)

Pick up the raffle gifts and ensure proper labeling; Assist stage volunteer in selecting winners and delivering gifts.



2 – Volunteer Job Descriptions

Shuttle Driver (10 a.m. – 4 p.m.) (2-3)

Assist in driving attendees to and from on-campus parking lots. Assist event coordinator with various tasks, as needed.

Van Driver (10 a.m. – 3:30pm) (1)

Assist in transporting attendees to and from off-site parking.

Runner (7 a.m. – 3 p.m.) (2); (11 a.m. – 3 p.m.) (2)

Help with set-up. Assist event coordinator with various tasks, as needed.

Runner (9 a.m. – 5 p.m.) (2); (1 p.m. – 5 p.m.) (2)

Assist event coordinator with various tasks, as needed. Help tear-down.

Food Attendant (10 a.m.- 2 p.m.) (2-4)

Assist with serving food during breakfast and lunch, keeping area clean, and providing attendees with needed items

Hospitality Tent (10 a.m.– 4 p.m.) (1-2)

Keep snacks and water in adequate supply. Answer any questions vendors or attendees may have.

Hospitality Greeter (10:45 a.m.– 3:15 p.m.) (8)

Check to make sure everyone who enters the gates at Baby Expo is wearing a wristband. Great visitors upon arrival

Face Painting (10:30 a.m. – 3:30 p.m.) (4)

Paint kids faces and/or hands with non-toxic, kid friendly paint in pleasant characters and shapes

Balloons for Kids (10:30 a.m. – 3:00 p.m. (1-2)

Hand out Henry Mayo balloons to kids or create animal puppets for kids.

Hospital Booth (10 a.m. – 3:30 p.m.) (3)

Assist with various tasks in entertainment, education, and screenings, as needed, in the Hospital Booth.

Health Screening Supervisor (10 a.m.– 4 p.m.) (1)

Assist nurses providing cholesterol checks by coordinating booth visitors

Cholesterol Check-In (10:30 a.m.– 3 p.m.) (1-2)

Assist nurses providing cholesterol checks by coordinating booth visitors

Health Screening (10:45 a.m. – 3:15 p.m.) (6)

Open to RN's, LVS's, CNA's, Phlebotomists, or students. Assist in providing health screenings such as blood pressure, cholesterol, and diabetes screening for attendees.

Pre-Event Assistance (as needed)

Prepare event bags and programs for event day