Lead Volunteer/Command Center

As a lead volunteer you will be expected to have a basic grasp of all the types of volunteers. You will help man the command room so that there is always someone there for volunteers/judges to come to if they have questions or problems. Your main duties will include:

1. **Assisting other volunteers and judges**
   o Be prepared to answer questions from other volunteers/judges. Know who to direct them to if you don't know the answer. The attendee check-in table will act as an information table as well as there will be a few additional information stations set up around the SURC for attendees/presenters to go to for assistance or with questions.
   o Review the instructions for each role so that you know how to best direct/help any volunteer. (IT/AV, Check-in/Information, Navigator/Information, Session Chair, Judge)
2. **Being available in the command room/information stations**
   o If other volunteers are unable to help someone at the time, they will send attendees and presenters to the information table or closest station for someone to assist, so it is essential that at least one person is in, at, or close to these stations throughout the event. If you need to leave and there are no other volunteers able to take over your station, please alert a SOURCE staff member so we are aware and can get someone there shortly.
   o Be familiar with the volunteer schedule and the "Judges Needed" board. We might need additional help directing volunteers and making sure that judges check-in and are available at every session needed.
      i. More details will be provided at the volunteer training.
3. **Being flexible**
   o If volunteers do not show up on time/at all, we might ask you to cover their role. Review the instructions for each role to ensure you are ready to cover any role if asked.
      i. If needed, you will most likely be asked to be a session chair or to cover a break at the check-in table.
4. **Recording judging nominations**
   o The judges can judge using a paper form or online through Microsoft Forms. We need the data to be in one place. You will need to periodically check the Microsoft Form responses AND the paper judging forms as they are returned and record whether each judged project was nominated for an award in the Excel spreadsheet provided.

Command Center:

The command room in **SURC 273** will be a home base for volunteers/judges and mentors. If you have any questions or problems during SOURCE, volunteers & staff will be available in the Command Center to assist volunteers, judges, and staff/faculty.

Please do not send presenters or attendees to the command center for assistance; only staff, faculty, volunteers, and judges should be in this room; direct all attendees and presenters to the check-in/info table if you are not able to assist them at the time.