

Move Your World
2010 Global Youth Symposium
Volunteer Position Job Descriptions
(Application Form Attached)

The Move Your World camp coordinator and the planning and coordination committee will give direction and provide support to the volunteer team selected to fill these roles. Volunteers will be expected to meet and communicate with each other and the camp coordinator on a regular basis. Successful applicants will be part of a dynamic, fun and collaborative working team, and will be on site during the conference to assist with logistics and delivery of programming.

1. Social Coordination Volunteer

- a. Organize team building activity for volunteers prior to beginning Symposium
- b. Plan games & social activities for participants during registration time 5-6pm
- c. Coordinate social events for Symposium (in conjunction with planning committee)

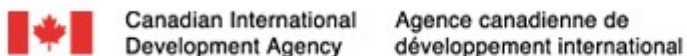
2. Registration Coordination Volunteer

- a. Participate in the selection process for participants
- b. Coordinate the preparation of acceptance packages
- c. Send final participant list to Planning Committee members
- d. Greet guests & maintain attendance list
- e. Provide name tags
- f. Prepare registration table & coordinate runners to show participants residence & facilities

3. Workshop & Special Guest Coordination Volunteer

- a. Contact all facilitators & inquire about their needs (transportation, supplies, a/v, facilities)
- b. Work with Facilities & Logistics Volunteer to assign workshop locations according to needs
- c. Confirm facilitator schedule and ensure that facilitators are in the correct location and on time to begin workshops
- d. Arrange supplies/materials/equipment in conjunction with Facilities & Logistics Coordinator
- e. Greet special guests & support them during workshops
- f. Organize thank you token for special guest facilitators
- g. Collaborate with Photographer to ensure photos of guests are included

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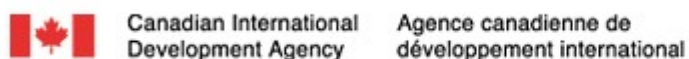
4. Facilities & Logistics Coordination Volunteer

- a. Inspect the facility (check entry paths, sleeping arrangements, place cards, name tags)
- b. Set up facility (lighting, make and put out campfires as necessary, signage, locate toiletry items and other essentials, ensure workshop spaces have necessary equipment for workshops).
- c. Create a list of contact numbers for potential facility challenges (ex. Plumber)
- d. Coordinate cleanup (check with facility regarding requirements/check-list, and delegate tasks to teams at the conference)
- e. Work with Workshop & Special Guest Coordination Volunteer to assign workshop locations according to needs.

5. Photographer and Audio Visual Coordination Volunteer

- a. Work with Workshop and Special Guest Coordination Volunteer to create a list of all audio visual equipment needed for each workshop/event
- b. Book/reserve audio visual equipment through ACIC and/or venue, as needed
- c. Set up audio visual equipment as needed (computers, laptops, projectors, sound system)
- d. Ensure staff, volunteers and participants have signed photo release form and familiarize yourself with those who have not.
- e. Photograph all events and activities (be sure to include close-ups of participants)
- f. Collaborate with Workshop and Special Guest Coordinator to take photos of all special guests

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MOVE your World! Global Issues Youth Symposium 2009

Broadleaf Guest Ranch, Albert County, New Brunswick

Volunteer Application Form

Please send your completed application form and resume to Rena Kulczycki at admin@acic-caci.org or mail to: 2099 Gottingen Street Suite 210, Halifax NS, B3K 3B2, no later than **12:00 pm on Monday, July 19th, 2009**. I will send you an e-mail acknowledging receipt of your application.

Interviews with short listed candidates will take place in person or by telephone by July 27th, and successful applicants will be notified by July 30th. The volunteer orientation and training is planned to take place in Halifax on Sunday, August 8th and the camp is October 29-31, 2010.

Last Name: _____ Given Name (s): _____

Current Address: _____

City: _____ Province: _____ Postal Code: _____

Phone number (____) _____ - _____ Email: _____

Birth date (YY/MM/DD): ____/____/____ Gender: _____

Languages: What is your first language? _____

Do you speak any other languages? Yes No

If yes, which ones? _____

Do you have First Aid Certification that will be valid at the time of the camp? _____

Are you available on the following dates? (If yes, please check)

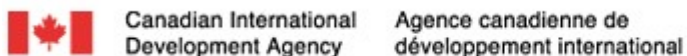
Volunteer Orientation and Training: Sunday, August 8

Global Issues Youth Symposium: October 29-31

Please use the space below to answer all of the following questions:

1. We want to create a leadership team that is diverse. Can you comment on skills you already have or other factors you feel we should consider regarding how you would contribute to a diverse team?

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2. What motivates you to apply for a leadership position? Is there something specific you would like to come away with from this experience?

3. In which Global Issues are you most interested, and would you be interested in facilitating a workshop on this issue? If so, tell us about your experience with facilitation.

4. Please rate by preference the top three positions in which you are interested and include a brief statement on the relevant skills and training you possess for each position.

1. Position: _____

2. Position: _____

3. Position: _____

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