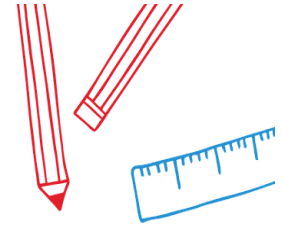




Richmond Regional Heritage Fair



HEAD OF REGISTRATION (1 Position)

SHIFT

Friday, May 10 8:00am – 3:45 pm

JOB SUMMARY

Working with the Registration Assistants, manage student and visiting class registration and ensure the process runs smoothly and efficiently.

KEY DUTIES & RESPONSIBILITIES

- Register participating classes and adult chaperones
- Provide information
- Check out volunteers at the end of the day

8:00 am - 8:30 am

- Check in with the Fair Coordinator to see if there have been any last minute changes to registration.
- Meet up with the Registration Assistants and Coordinator's Assistant to make sure everyone is familiar with the registration process.
- If there are any challenges with registration they are directed to you. If you are unable to resolve concerns or problems, please contact the Fair Coordinator.
- Help with set up as needed.

9:00 am - 9:30 am

Doors will open to the students and the public at 9:00 am.

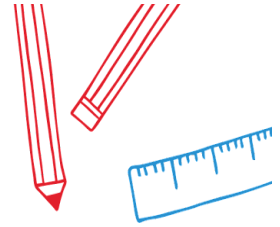
- Check off students and provide name tags.
- Students can leave jackets & belongings under their project table at their own risk.
- Teachers or adult chaperones can sign-in their students as a group. **Remind them to return their nametag at the end of the day!**
 - Please put blue wristbands on students whose parents have not given us permission to use their photos. This will be noted on the registration form.
- Check off adult chaperones and provide name tags. If adult chaperones are not listed, please write down their first and last name, teacher and school on the registration form and then write their name on a blank name tag of the appropriate colour group.

9:30 am – 2:30 pm

- Provide information.
- Monitor Rotunda area to ensure walkways are clear and nobody is blocking stairs.



Richmond Regional Heritage Fair



2:30 pm - 3:45 pm

- Collect student name tags. Recycle paper inserts and bundle sleeves in groups of 10.
- Help with clean up.

EXPECTATIONS

- Attend the **Virtual Volunteer Orientation** online at 6:00 pm on Tuesday, April 23rd.
- Sign up on the City of Richmond's volunteer system at icanhelp.richmond.ca and log your hours.

FAQs

- The Richmond Cultural Centre does not open until 9:00 am. Someone will be stationed near the front entrance to let volunteers in before the building opens.
- When you arrive, please go to the Volunteer Registration Table to sign in with the Volunteer Coordinator and put on your volunteer name badge. Check the schedule to see where you are stationed and the Volunteer Leader or Activities Leader will give you further instructions.
- Lunch will be provided and refreshments will be provided throughout the day.
- When your shift is over, please check in with the Volunteer Coordinator then go to the INFORMATION BOOTH in the ROTUNDA (LOBBY) to sign out, return your name badge and fill in a feedback form.