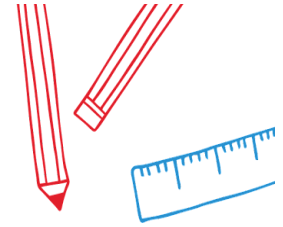




Richmond Regional Heritage Fair



REGISTRATION ASSISTANT (1 Position)

SHIFT

Friday, May 10 8:00am – 3:45 pm

JOB SUMMARY

Following the guidance of the Head of Registration, register students as they arrive and provide information to visitors and visiting classes. Work with the Lunch Distributors to provide lunch to students, adult chaperones, and teachers.

KEY DUTIES & RESPONSIBILITIES

8:00 am - 8:30 am

- Meet up with the registration team and become familiar with registration process as outlined below. The Head of Registration will let you know if there have been any changes made to the registration process.
- Help with set up.

9:00 am - 9:30 am

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

- Check off names of students & adult chaperones and provide name tags. Please ask if adult chaperones are the teacher and provide them with a teacher name tag.
Reminder that name tags must be returned 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.
- Students can leave jackets & belongings under their project table at their own risk.
- Any challenges with registration should be directed to the Head of Registration.

9:30 am - 10:30 am

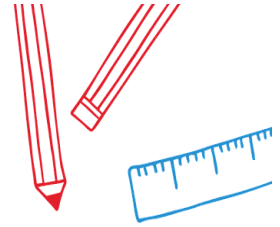
- Provide information to visitors and visiting classes.
- Monitor Rotunda area to ensure walkways are clear and nobody is blocking stairs.

10:30 am - 1:30pm

- Assist with lunches for students, judges and volunteers.
- Meet with Lunch Distributors at 11:30 am. The process is to have 1 person taking orders and checking for allergies while the other 2 hand out lunches.
- Please ask if anyone has any allergies. There is a hypoallergenic option (nut free, wheat free). This option is ONLY for those with allergies.
- Tidy up the area before leaving.



Richmond Regional Heritage Fair



1:30 - 3:45 pm

- Assist Head of Registration collect student name tags, recycle paper inserts and bundle sleeves in groups of 10.
- Provide information to visitors and answer questions
- 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.