**Volunteer Role: Building Greeter**

*Goal(s) of the role:*

Greet NCUR guests and help direct them to the registration desk or sessions they are seeking to attend; report back any building safety concerns/emergencies.

*Detailed description of duties:*

•If assigned to one of the other campus buildings (1st floor), be sure you know the layout of the building, location of the info table, and have access to session schedules for that building. You will welcome attendees to the building with a smile, direct them to the part of the building holding the session(s) they’re seeking.

•If building safety concerns are noticed or emergencies need to be reported, the volunteer will quickly report this to the Volunteer Hub or Situation Room.

*Dress Code/Suggestions:*

Volunteer t-shirt and khaki slacks or jeans; comfortable shoes

*Anticipated frequently asked questions:*

•Where is room \_\_\_? Familiarize yourself with the layout of the building you are assigned to so you can help them find specific rooms quickly.

•I’m looking for an oral presentation entitled \_\_\_\_\_. Can you help me find what room that is in? Familiarize yourself with the Search function in the Mobile App so you can help attendees find particular sessions quickly.

•Where do I go for \_\_\_\_? Refer to NCUR schedule in the Mobile App and help them determine where to go.

•Where are the restrooms? [Make sure you know where the nearest restrooms are at in your assigned buildings.]

•Where and when is lunch? In the Mobile App, go to Food, then Menus. Each day’s menu also lists the time and location for that meal.

*Contact Information:*

* Volunteer Hub, contact 470-578-6700
* NCUR Situation Room, contact 470-578-8187
* ncurvolunteer@kennesaw.edu
* Emergency, call 911

***In Case of an Emergency:***

1. ALL injuries and/or incidents must be documented on the appropriate reporting form ***at the time the injury/incident occurs*** and immediately sent to EHS.
2. Forms are available at:<https://ehs.kennesaw.edu/incident_reporting.php>; *You may wish to provide hard copies of these forms to your volunteers as these are not yet fillable online.*
3. Make sure that you obtain a mobile phone number for the injured party and at least one additional contact number so that we may reach the party while they are attending the conference, if necessary.
4. If it appears to be an injury that may require treatment, please assure that the KSU Police are also called to the scene so they may notify appropriate emergency responders, complete a report, etc.
5. If it only requires First Aid, please escort the injured party to the closest First Aid/EMT station. Remain there to determine if first responders are notified or required so you may notify EHS of the status.
6. Please be sure to provide the KSU Police Report number on the incident report so that we may follow up.
7. Send all completed forms to EHS@kennesaw.edu as quickly as possible the same day with the subject of "New NCUR Incident Report".