**Volunteer Role:Shuttle Drop-off Greeter**

*Goal(s) of the role:*

Greet NCUR guests and help direct them to the correct area of campus

*Detailed description of duties:*

•Welcome attendees to campus with a smile and direct them to where they need to go:

* If looking for registration, guide them to the first floor of the Student Center University Rooms,
* If checking in at Volunteer Hub, guide them to third floor of Student Center
* If looking for the poster session, guide them to the basketball courts in the Siegel Recreation & Activities Center
* If looking for the plenary sessions, guide them to the Convocation Center
* If looking for breakfast or lunch, guide them to the Campus Green [Thurs and Fri lunches are also behind Prillaman Hall and near Social Sciences, but the Campus Green will be closer]
* If seeking any other kind of session, guide them to the appropriate section of campus

•Watch for moving vehicles and help direct pedestrians away from any street or parking lot traffic near the shuttle drop-off points

*Dress Code/Suggestions:*

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

*Anticipated frequently asked questions:*

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

•Where are the restrooms? Direct them to the Student Center

•Where do I find the shuttle schedule? Check in the conference Mobile App. The schedule is listed below - shuttles come every 10-20 minutes within these timeframes:

Thursday, April 11, 2019

6:30-10:00 a.m.

3:30-7:00 p.m.

Friday, April 12, 2019

6:30-10:00 a.m.

3:30-7:00 p.m.

Saturday, April 13, 2019

6:30 a.m.-1:30 p.m.

*Contact Information:*

* Volunteer Hub, contact 470-578-6700
* 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".