



2015 ACORN Conference Volunteer Opportunities

Positions

Promotions	Meal Attendants	Seedy Wednesday Volunteers
Pre-Conference Prep	Photographer	Set-up & Take Down
Childcare	Kick-Off Volunteers	Audio Recorder
Registration Desk	Note Takers	
Silent Auction Coordinators	Room Attendants	

Promotions

ACORN is looking for residents of Charlottetown to staff information tables at the farmers' markets (Saturday mornings) and/or to help with postering leading up to the ACORN conference. Volunteers are asked to hand out flyers, tell people about the events, and ensure businesses are aware of the event. If you love striking up conversations with strangers, this is the job for you! Some early mornings may be required. **(5-10 people, varying time schedule)**

Pre-Conference Prep

ACORN is seeking individuals to volunteer at the **ACORN office (Sackville) the week before the conference** to help make up our conference registration packages. Interested volunteers will also help with name badges and other set-up logistics. There is a lot of information to process in this position, and attention to detail is essential! **(4-5 people, varying time schedule)**

Childcare

Childcare is offered between **8:00 am-6:00 pm** (with a break for lunch) on **Monday & Tuesday**, and **8:00am-4:00pm** on **Wednesday** for children of all ages. We provide games and craft supplies, but a good imagination is key and experience with children is *strongly* desired. Childcare volunteers will support the Childcare Coordinator in entertaining these wee farmers-in-training and must help clean up/pack up the room at the end of the day. **(10 people)**



Registration Desk

Registration volunteers **must be computer literate** and have the ability to stay calm when faced with a large crowd and lots of questions. Enjoying working with people is a must. Standing will be required for busy times. This position requires ability to troubleshoot, process questions/information, and be a positive face for ACORN. Some early mornings required! **(12-15 people)**

Note Takers

Note takers will be responsible for **taking notes during the workshops** and submitting them to ACORN following the Conference. Notetakers will be responsible for a half-day of workshops in the same stream. This position **requires a personal laptop**, good typing and editing skills. There will be a template to follow and we expect full, cohesive sentences for full reader comprehension. Notes are due the week after the conference, so we can promptly post them in our online Resource Library, serving as a freely available ACORN resource. **Note takers are unique volunteers in that payment of conference fees is required upfront. Fees will be refunded upon receipt of acceptable workshop notes.** **(8-10 people)**

Room Attendants

Room Attendant volunteers take care of a variety of tasks in each workshop room. They must arrive 30 minutes before workshops start for the day to ensure that the computer and **audio/visual equipment (AV)** are set-up and working, offer **assistance to the presenters** with their set-up, and save a copy of speaker presentations (with permission). Volunteers will ensure that there is water for the speakers and that the room binder is in place with proper notes for the host to be able to introduce speakers. Room Attendants are also responsible for ensuring the sponsor slideshow is running over break times and lunch.

As workshop participants arrive, Room Attendants will be in charge of making sure that **everyone attending the workshop has properly registered**. They will also be responsible for **providing a participant count for each workshop**. For end-of-the-day shifts, Room Attendant volunteers will hand out **conference evaluations** and encourage people to fill them out. During workshops, Room Attendants may be needed to assist with other miscellaneous conference tasks. All Room Attendants must have PC and AV experience. **(10 people)**

Silent Auction Coordinators

Pre-conference Silent Auction Coordinators are responsible for contacting targeted businesses and organizations, requesting and confirming auction donations, and arranging drop-off to the conference. This position requires a great phone manner, basic



knowledge of ACORN, and availability during business hours (M - F, 9 - 5) as this is when most calls will be made. **At the conference**, Silent Auction Coordinators will help set up all of the auction items that are available for auction Tuesday morning under ACORN staff direction. Volunteers will oversee the auction, collect the bids at the end of the auction (Tuesday night, until 10pm) and assist with getting payments and distributing the items. A creative flair would be beneficial, making up attractive signage ahead of time, and organizing a lot of items. Must be able to stay later on Tuesday night and assist with payments and distribution of items, as well as some follow-up activities on Wednesday morning. **(3 people)**

Meal Attendants

Meal Attendant Volunteers will greet conference attendees at mealtime and ensure that only those who have purchased full passes or individual meals are admitted by checking passes. **(5-6 people)**

Photographer

Photographers are needed to properly document all aspects of the conference and provide ACORN with copies of the best photos to use on our website, newsletter and other media. Uploading content to social media over the course of the event would be an added bonus! **(2-3 people)**

Kick-Off Attendants

Volunteers are needed to help set-up, tear-down and act as greeters/ticket takers at the Kick-Off at Holland College on Monday evening. **(4-5 people)**

Seedy Wednesday Attendants

Seedy Wednesday Attendants will help set-up and tear-down for this event taking place on Wednesday from 10:00am - 2:00pm. They may also be required to help sell seeds. **(1-2 people)**

Set-up & Take-down

Set-up and take-down volunteers will help with transporting conference supplies to and from ACORN vehicles and ensure that items are set-up and/or loaded in an organized manner. Ability to do lots of heavy lifting is required. **(2-3 people)**

Audio Recorder

We're hoping to find a volunteer(s) with audio recording experience to capture some key sessions at the conference to make available as digital recordings in ACORN's online resource library. The Audio Recorder volunteer will be responsible for setting up



recording equipment provided by ACORN and remaining in that room for the duration of the workshop. The volunteer will then submit recordings (edited as necessary) to ACORN one week after the conference. Similar to note takers, **payment of conference fees will be required upfront.** **Fees will be refunded upon receipt of acceptable audio files. (1-2 people)**