



## **OB2S Volunteer Job Descriptions**

**Each position is available in a morning shift from 7:00am-12:00pm and afternoon shift from 12:00 pm-4:00 pm. Adults and children 16 years and older are welcome to volunteer for Operation Back 2 School.**

### **Translators**

Bilingual translators help in many areas of the event by assisting in translation needs for the families. In an effort to serve our families well. Translators will be asked to serve in one of the following areas: Greeters, Hosts, or Registration Solutions.

### **Courtesy Hosts**

Hosts are the relational component to this event. Hosts will welcome and connect with families by helping families take supplies to their vehicles and inquire about any prayer needs.

### **Parking Lot**

Parking lot volunteers are on the front lines of Operation Back 2 School. They are the first impression that leaves a lasting impression for our guests. Parking lot volunteers will direct and control traffic flow for the event.

### **Registration Solutions**

The Registration Solutions Team will assist families at the event that do not have the required OB2S paperwork inviting them to participate. These may be families that have either lost or forgotten their letter; did not receive a letter in the mail, or that did not register to participate in the event.

### **Greeters**

Volunteers on the Greeter Team have the unique opportunity to be one of the first faces our guests see. Greeters set the tone of the event with their smiling faces and warm, heartfelt greeting. Greeters will ensure each family has their appropriate OB2S paperwork to enter the event. Families without OB2S paperwork will be directed to Registration Solutions.

### **Check-In**

Check in and greet volunteers who signed up to participate. Give them their t-shirt and description of position. Coordinate event check-in for each participating family by managing an accurate and efficient data entry process in a web-based database.

### **Backpacks**

Man backpack tables by helping fill backpack requests. Restock tables when necessary.



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### **Supply Kits**

Assist Fire and PD pass out school supply kits to runners so they can deliver to families' vehicles. Restock kits as necessary.

### **Volunteer Hospitality**

Greet and host volunteers who need to rest, need directions, or have questions. Set-up and manage snacks and meal distribution. Continuously replenish volunteers with water bottles. Pick up lunches/breakfast from local restaurants.

### **Setup**

Volunteers help set up the event the day before. Follow maps to make sure all tables and chairs are in the correct positions. Help set out backpacks and school supply kits in the designated areas, as well as setting up the parking lot barricades.

### **Medical Team**

Assist and assess any Operation Back to School attendee requiring medical assistance. The Medical Team will determine next steps and move forward to accomplish them.