

SMHEA Family Resource Fair Volunteer Job Descriptions

*To volunteer submit the [volunteer form](#) or contact smheatreasurer@gmail.com

SET-UP/BREAK-DOWN:** On Thursday morning before the Family Resource Fair, volunteers help move tables and chairs, set up pipe and drape, hang directional signs, run extension cords, and assist exhibitors with unloading materials. On Saturday afternoon, volunteers assist with taking down and stacking tables and chairs, taking down pipe and drape, collecting signs and extension cords, and general clean-up. 12-15 volunteers are needed at each time.

REGISTRATION:** Volunteers help with the Family Resource Fair admission process by assisting with finding correct registration labels, filling out the registration forms, collecting admission and membership fees, and distributing Family Resource Fair workshop schedules and Exhibitor information. 8-10 volunteers are needed for each 2-hour shift throughout both days.

SMHEA INFORMATION TABLES: Volunteers assist Family Resource Fair attendees sign up for support groups, distribute information about SMHEA and THEA, and answer general questions about the Family Resource Fair and home schooling in general. 2 volunteers are needed for each 2-hour shift throughout both days. Contact smheapres@gmail.com

LITERATURE BAGS:** Volunteers help stuff and distribute bags of literature to Family Resource Fair attendees. 2 volunteers are needed for each 2-hour shift throughout both days.

KITCHEN/CONCESSIONS:** Volunteers assist with the preparation, organization, stocking, distribution, and clean-up of lunch and snack serving buffets and exhibitor hospitality carts. Volunteer cashiers are also needed to receive payments and make change for the concessions sold. 5-7 volunteers are needed for each 2-3 hour shift throughout both days.

WORKSHOP SUPPORT: Volunteers assist with set up of workshop rooms, multi-media equipment, and audio recording of presentations. 3-4 “tag-team” volunteers are needed throughout both days.

EXHIBITOR SUPPORT:** Volunteers help meet exhibitors’ needs throughout the Family Resource Fair in a variety of ways. 4-6 “tag-team” volunteers are needed throughout both days. A special exhibitor support crew helps serve and clean-up after the exhibitors’ dinner on Friday evening following the closing of the exhibit hall. 3-4 volunteers are needed for this special assignment.

FAIR ADVERTISING AND PROMOTION: One or two volunteers are need to work with broadcast media and publishing outlets and within the home education community to promote the fair. Promotion will include the development of email, website, newsletter, flyers, and other means of getting the word out to home educators and the community in general. This good be a good opportunity for a high school intern.

** Older middle school and high school students may volunteer in these areas.