



NDSC Convention Volunteer Job Descriptions

Registration is available online at www.downsyndromeinfo.org

Youth & Adults Program: Provide support to teens and adults with Down syndrome during breakout sessions. You will be assigned a table of participants to work with. It is your responsibility to offer any assistance they need to enjoy their convention experience. Training will be provided to volunteers who work with these participants. Volunteers for this program should be 17 or older. Experience working with individuals with Down syndrome is preferred, but not required.

Sibling Program: Middle and high school age siblings of individuals with Down syndrome will meet on Saturday to discuss commonalities. We need 10 volunteers on Saturday to help with small group activities from 8:00 a.m.-5:00 p.m. Siblings go on an outing on Sunday morning from 8:00 a.m.-12:30 p.m. We need 10 volunteers to go along on the outing and provide supervision. Volunteers should be 21 or older to go on the outing.

Session Host: Volunteers are needed in each breakout session to welcome everyone to the session and introduce the speaker. Session hosts will be provided biographies to introduce speakers. Session Hosts are also responsible for distributing speaker handouts and NDSC evaluation forms. Hosts should collect any leftover handouts and completed evaluation forms at the end of the session and bring them back to the NDSC table in the envelope provided. Hosts may also be asked to help alert hotel/convention center staff if there are any audio visual needs.

Registration: Assemble tote bags with compendiums, souvenir journals and other materials. Welcome attendees upon arrival and provide them their tote bags and materials.

Exhibit Hall Concierge Desk: Assist exhibitors as needed with set up and clean up. Take any discarded boxes from exhibitors to appropriate trash area to be discarded.

Stay and Play Attendant: Greet families who bring their children to play and let them know they CANNOT leave their children unattended. Clean toys periodically with provided disinfectant. Provide assistance to entertainers as needed. Engage kids in play and make sure they are having a good time!

Photographers: Circulate through convention events taking candid and posed shots for use in future NDSC publications and to be posted on the NDSC website. Provide CD Rom of photos to NDSC post event.

Floater: Be available to cover any positions by volunteers who had to cancel last minute or who were mismatched and asked to be moved to other areas.

Information/Concierge Booth: Provide general assistance to convention attendees. This may include questions on the following: transportation, restaurants, medical assistance, directions to convention events, workshops, etc.

Entertainment: Assist those providing entertainment with setup, presentation and clean up. Ensure entertainers follow provided timelines and guidelines and attendees are able to access entertainment.

Volunteer Information

Phone: 916/658-1686

Email: convention@downsyndromeinfo.org

Web: www.downsyndromeinfo.org

General Convention Information

Web: www.ndsccenter.org

The DSIA is a 501c3 non-profit organization registered in the State of California. Tax ID# 20-1702399