***Length of Appointment:*** *ASU Tempe’s DiscoverE Day.*

***Time Commitment:*** *Friday, February 12, 2016 | 6am – 10am*

***Location:*** *Arizona State University Tempe Campus, Engineering Center G-Wing (ECG) West Patio*

*501 E. Tyler Mall, Tempe, Arizona 85281*

***Responsible to****: Elizabeth Cross, Volunteer Manager for Engineering Deans Office*

***Parking Location****: Apache Blvd. Parking Structure*

*401 E Lemon Street, Tempe, Arizona 85281*

***Volunteer Hospitality Location:*** *Engineering Center F-Wing (ECF) Rm 130*

***Volunteer Title: Floater***

***Purpose****: The purpose of this volunteer assignment is to support all events logistics in an on call status manner during shift.*

***Key Responsibilities:***

* *Be prepared to do any task assigned during shift*
* *Assist event staff in any way*
* *Be respectful and professional at all times*
* *If there is nothing to do, find something to do*

***Qualifications:***

* *ASU Cart Certified*
* *Ability to carry and lift 25 pounds*
* *Ability to listen and take direction well*
* *Ability to work with various personalities*

***Support:***

* *On-site training will be provided*
* *Volunteer Manager will be present on-site for questions and assistance*
* *Will be provided a radio during shift*

***Benefits:***

* *Event volunteer t-shirt*
* *Meal*
* *Parking validation*
* *Deans Funding Points*

***Skills Developed:***

* *Customer service skills*
* *Issues resolution skills*
* *Communication skills*
* *Time management skills*
* *Ability to work with various people with diverse backgrounds and personalities*

***Dress Code****: Casual, but modest. Sneakers/closed toe shoes highly suggested.*

***The Event Program****: ASU’s Ira A. Fulton Schools of Engineering will host 1500 3rd- 8th grade students and their teachers at ASU’s Tempe and Polytechnic campuses. Students engage in hands-on engineering design activities and explore various types of engineering at the expo hosted by engineering students and faculty. They will discover the world of engineering and technology. The event is free and promises fun for all!*