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

***Time Commitment:*** *Friday, February 12, 2016 | 9am – 2pm*

***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: Food Hospitality Assistant***

***Purpose****: The purpose of this volunteer assignment is to support the food hospitality room while providing superior customer service.*

***Key Responsibilities:***

* *Setup room and food*
* *Provide superior customer service to all patrons*
* *Check wristbands for admission*
* *Restock food as needed*
* *Contact volunteer manager with any issues or concerns*
* *Tear down food and clean room when needed*

***Qualifications:***

* *Excellent customer service skills*
* *Ability to carry and lift 25 pounds or more*
* *Ability to solve problems while remaining professional and respectful*

***Support:***

* *Advanced formal training will be provided*
* *Follow-up on-site training will be provided*
* *Volunteer Manager will be present on-site for questions and assistance*

***Benefits:***

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

***Skills Developed:***

* *Customer service skills*
* *Issues resolution skills*
* *Communication skills*
* *Time management skills*

***Dress Code****: Casual, but modest. Appropriate for engagement with young children.*

***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!*