***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: Prep Crew***

***Purpose****: The purpose of this volunteer assignment is to support event logistics by assisting in all areas of setup prior to the event.*

***Key Responsibilities:***

* *Set up tables, chairs, umbrellas, trash cans, other misc. large items*
* *Deliver supplies needed to various locations utilizing dollies and/or rolling carts*
* *Assist exhibitors in their setups*
* *Assist setting up hospitality suites including food and beverage*
* *ASU Cart certified in order to make any necessary deliveries or pickups on campus*
* *Have an on-call status during shift to assist wherever needed*

***Qualifications:***

* *ASU Cart Certified*
* *Ability to carry and lift 25 pounds or more*
* *Ability to do physical work in summer heat*
* *Ability to listen and take direction well*

***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 with radio training on site*

***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.*

***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!*