



# Science Atlantic | Science Atlantique

## Science Atlantic Nutrition and Foods Conference Volunteer Job Description

In order to ensure the conference runs smoothly, we need student volunteers to help out during the event. Volunteering allows free access at the Science Atlantic conference, however, if submitting an abstract there is a \$10 fee. Bilingualism is an asset, however, not necessary.

The available volunteer positions are:

**\*\*Only Mount Saint Vincent University Students\*\***

### **February 25th, 2019:**

- 1-2 volunteers to make and distribute directional signs around campus
- Welcome package printing

Available for all students

### **February 28th, 2019**

- Registration: Greeting and welcoming students and faculty attending the conference. Providing needed information to our guests and presenters. Answering any questions regarding the conference and providing directions.  
\* 1-2 bilingual volunteers\*
- Reception: Set up and take down posters and banners, etc.
- Coat check: Gather guests coats/jackets
- Social Media/ photographer: Promote the conference throughout the two days by taking photos of guests, speakers and participants!

### **March 1st, 2019**

- Registration: Greeting and welcoming students and faculty attending the conference. Providing needed information to our guests and presenters. Answering any questions regarding the conference and providing directions.  
\* 1-2 bilingual volunteers\*
- Set-up/ Takedown: posters, banners, assist presenters with posters
- Runners: assisting with other tasks including but not limited to printing documents and running errands
- Social Media/ photographer: Promote the conference throughout the two days by taking photos of guests, speakers and participants!