

2018 ACORN Conference Volunteer Opportunities

This document is to give you an idea what you could expect in each positions. For each position you will have orientation to ensure that you are comfortable doing the task required. These positions are not exclusive, but represent most of what we ask from volunteers.

Positions

- Promotions
- Note Takers
- Photographer and social media
- Pre-Conference Prep
- Room Attendants
- Kick-Off Attendants
- Childcare
- Book Table
- Set-up and Take-down
- Food Market
- Seed Swap
- Registration Desk
- Meal Attendants
- Farm Research (web)
- Member Calling

Promotions

ACORN is looking for residents of Charlottetown and Summerside to staff information tables at the farmers' markets (Saturday mornings). Volunteers are asked to hand out flyers, tell people about the events, and ensure businesses are aware of the event. If you love striking up conversations with strangers, this is the job for you! Some early mornings may be required. (3-4 people, varying time schedule)

Pre-Conference Prep

ACORN is seeking individuals to volunteer at the ACORN office in Sackville the week before the conference to help put together conference registration packages, name badges, and other set-up logistics. There is a lot of information to process in this position, and attention to detail is essential! (4-5 people, varying time schedule)

Childcare

Childcare is offered for children of all ages from 9:00 am to 5:00 pm (with a break for lunch) on Tuesday, and 8:00 am to 4:00 pm on Wednesday, Monday hours to be determined. We provide games and craft supplies, but a good imagination is key and experience with children is *strongly* desired. Childcare volunteers will support the

Childcare Coordinator in entertaining these wee farmers-in-training and must help clean up/pack up the room at the end of the day. Some shifts may need pool supervision and so lifeguard certification is a plus! (10 people)

Registration Desk

Registration volunteers must be computer literate and have the ability to stay calm when faced with a large crowd and lots of questions. Enjoying working with people is a must. Standing will be required for busy times. This position also requires the ability to troubleshoot, process questions/information, and be a positive face for ACORN. Some early mornings required! (12-15 people)

Book Table

Volunteer must be able to use square and exchange cash. (1 person - floater position ideal for those assigned to Registration Desk during slow periods).

Note Takers

Note Takers will be responsible for taking notes during the workshops and submitting them to ACORN following the conference. Note Takers will be responsible for a half-day of workshops in the same stream. This position requires a personal laptop, good typing, and editing skills. There will be a template to follow and we expect full, cohesive sentences for full reader comprehension. Notes are due the week after the conference, so we can promptly post them in our online Resource Library, serving as a freely available ACORN resource. **Note Takers are unique volunteers in that payment of conference fees is required upfront. Fees will be refunded upon receipt of adequate workshop notes.** (8-10 people)

Seed Swap

Help with setting up tables for seed vendors and swappers, remaining present for the duration of the Seed Swap to explain various activities and answer questions, and tear down at the end. (1-2 people)

Room Attendants

Room Attendant volunteers take care of a variety of tasks in each workshop room. They must arrive 30 minutes before workshops start for the day to ensure that the computer and audio/visual equipment (AV) are set-up and working, offer assistance to the presenters with their set-up, and save a copy of speaker presentations (with permission). Volunteers will ensure that there is water for the speakers and that the

room binder is in place with proper notes for the host to be able to introduce speakers. Room Attendants are also responsible for ensuring the sponsor slideshow is running over break times and lunch. Room Attendants may also be asked to record their workshop using an audio recorder provided by ACORN.

Five minutes before the workshops start, a Room Attendant will announce to start of the next workshop with a cowbell. As workshop participants arrive, Room Attendants will be in charge of making sure that everyone attending the workshop has properly registered. They will also be responsible for providing a participant count for each workshop. For end-of-the-day shifts, Room Attendant volunteers will hand out conference evaluations and encourage people to fill them out. During workshops, Room Attendants may be needed to assist with other miscellaneous conference tasks. All Room Attendants must have PC and AV experience. (10 people)

Meal Attendants

Meal Attendant Volunteers will greet conference attendees at mealtime and ensure that only those who have purchased full passes or individual meals are admitted by checking passes. (5-6 people)

Photographer and Social Media

Photographers are needed to properly document all aspects of the conference and provide ACORN with copies of the best photos (approx. 100-150 photos) to use on our website, newsletter, and other media. Uploading content to ACORN's social media (Twitter, Facebook, Instagram) over the course of the event would be an added bonus! (2 people)

Kick-Off Attendants

Volunteers are needed to help set-up, tear-down, and act as greeters/ticket takers at the Kick-Off on Monday evening. (4-5 people)

Food Market

Food Market volunteers are needed at the end of the conference to sell leftover conference food at a discounted price. (1-2 people)

Set-up and take-down

Set-up and take-down volunteers will help with transporting conference supplies to and from ACORN vehicles and ensure that items are set-up and/or loaded in an organized manner. Ability to do lots of heavy lifting is required. (2 people).

Farm Research

Using Google, a volunteer would search for a list of farms via Google to determine if they have a website and/or contact information. The volunteer would then be asked to use the website to verify if a member has contact information to use during a member calling campaign.

Membership Calling - Lapsed Members

Volunteers will call expired members using a calling script and talking points to request membership renewal prior to conference - highlighting the conference discount benefits that come with membership.

Membership Calling - Leads

Volunteers will perform cold calls (with ACORN support) to invite individuals and farm/businesses with an affinity to ACORN's organization to join ACORN as members. ACORN will provide contact information and scripts for callers.