



2010 OWEB BIENNIAL CONFERENCE

WORKING TOGETHER *for* HEALTHY WATERSHEDS

November 15-17

Pendleton, Oregon

Pendleton Convention Center

Volunteers

Volunteers are an essential part of the OWEB conference. Their help allows us to succeed in all aspects of the event. In addition to Room Moderators, there are a number of other volunteer positions which will help us accomplish a variety of tasks. It is important for us to match the skills and needs of potential volunteers to the opportunities. To help us organize this, for each position we will have a short on-line "volunteer application" which can be found at:

www.healthywatersheds.org/conference

Benefits

Attendees volunteer for the conference for a number of reasons. The primary benefit is the sense of being an integral part of the team, meeting and working with our attendees, and having fun.

In addition, those who volunteer 6 hours or more will receive full conference registration*.

Registration Packager

Commitment (hours)

3

Volunteers Needed

2

Monday, Nov. 15, 9AM-Noon

Description You will help assemble registration packets which may include printed materials, brochures, etc. These packets will be distributed to all attendees. It's an easy job that will keep you busy in the hub of the conference prior to the official opening.

Requirements

- Must arrive at the Pendleton Convention Center no later than 9:00 am on Monday, November 15.

Double Up

Perform any two of these tasks (a total volunteer commitment of 6 hours) to receive full conference registration.

1/2 registrations will not be provided.

Registration Receptionist

Commitment (hours)

3

Volunteers Needed

2

Monday, Nov. 15, Noon-3PM

Description You will be one of the first to greet attendees. As attendees arrive, you'll hand out name badges, special meal selections, registration packets; provide directions to hotels and meeting rooms; answer questions about the agenda; and work with the on-site registrar to assist with on-site payments, name badge production, etc.

Requirements

- Must arrive at the Pendleton Convention Center no later than 11:55 am on Monday, November 15 for a brief training session.
- Prior to arrival, need to have reviewed and be familiar with the conference agenda.
- Cheerful friendliness in the midst of a busy environment.

Room Moderator (x2)

Commitment (hours)

3

Volunteers Needed

6

To Be Determined

Description For two different presentations, it is your responsibility to introduce the speakers, remind attendees about muting cell phones, help with handouts, mind the clock, provide evaluation sheets and collect them, assist with audio/visual equipment (as needed) and generally make sure the presenters have what they need.

Requirements

- Moderators need to have read and signed a responsibility task sheet which describes tasks in more detail
- It's helpful if you are familiar with the topic to help guide the conversation and prepare some questions in advance.
- Must feel comfortable addressing a group.
- Customer service attitude.

**All volunteers will sign an agreement and will be provided registration information.*

Event Photographer

Commitment (hours) **6** Volunteers Needed **2**

During breaks, general sessions, award presentations, etc.

Description You will help document the conference through candid and staged photographs.

Requirements

- Must have demonstrated photographic skills, especially with indoor lighting conditions and portraits.
- Friendliness and an outgoing nature are helpful.
- Digital camera and ability to upload and/or save photographs to other media such as a CD.

Volunteer Coordinator

Commitment (hours) **6** Volunteers Needed **1**

Pre-Conference (mostly).

Description A great way to get to know others is to help us recruit, coordinate and keep track of the volunteers. Prior to the conference, you'll work with OWEB staff to send volunteer confirmation letters with attached task descriptions. About 2 weeks prior to the conference, check in with each volunteer to confirm plans. Recruit alternates as needed.

Requirements

- Must have demonstrated volunteer management skills.
- Must have great organizational skills for tracking volunteer contact information, task descriptions, and hours.
- Must be able to work independently and run with a project.

Exhibitor Host

Commitment (hours) **6** Volunteers Needed **1**

Monday, Nov. 15, 9AM-Noon
Wednesday, Nov. 17, 1:30PM-4:30PM

Description You will be the right-hand assistant for our Conference Coordinator, Dian Hilliard, to help make sure our exhibitors are welcome from their arrival to when they leave. You'll help them find their booth; pack/unpack; set up/take down. You may have to help trouble-shoot and improvise as needed.

Requirements

- Must arrive to the conference early, Monday, November 15 9AM and stay after until Wednesday 4:30.
- The ideal host is handy with tools, can lift 25 pounds or so comfortably.
- Friendliness and good customer service skills.

Mentoring Facilitator

Commitment (hours) **6** Volunteers Needed **1**

Pre-Conference planning, 2+ hours during, Post-Conference follow-up

Description Help those new to the watershed restoration profession meet those who are more experienced through the facilitation of a mentor program.

Requirements

- Must be outgoing and it helps to know faces of some of the mentors and/or newer folks.
- Must have great organizational skills for tracking volunteer contact information, task descriptions, and hours.
- Must be able to work independently and run with a project.

Poster Session Host

Commitment (hours) **6** Volunteers Needed **1**

Monday, Nov. 15, 9AM-Noon
Wednesday, Nov. 17, 1:30PM-4:30PM

Description You will be the right-hand assistant for our Poster Session Coordinator, Bill Hastie, to help make sure our poster presenters are welcome from their arrival to when they leave. You'll help them find their booth; pack/unpack; set up/take down. You may have to help trouble-shoot and improvise as needed.

Requirements

- Must arrive to the conference early, Monday, November 15 9AM and stay after until Wednesday 4:30.
- The ideal host is handy with tools, can lift 25 pounds or so comfortably.
- Friendliness and good customer service skills.

Directory Creator

Commitment (hours) **6** Volunteers Needed **1**

Pre-Conference planning, 2+ hours during, Post-Conference follow-up

Description The attendees of 2008 highly valued the conference for its ability to put names to faces. Help us help everyone do this in 2010 by working with our conference team to generate a directory of contact information and (hopefully) photos of attendees.

Requirements

- Must have great organizational skills.
- Must be able to work independently and run with a project.
- Creativity, a sense of adventure, an ability to make stuff up, all helpful.