



## NTS Volunteer Role Descriptions

**\*all volunteers must be 16 years of age or older to volunteer as a buddy, 18 years of age or older to volunteer for security.**

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### **NTS Pre-Event Volunteer Opportunities** *Thursday, February 6th, 2025*

**Pre Check-In Team** (4:30 - 7:00pm) - Warmly greet guests, sign them in, give them their name tag or lanyard, and answer any questions they may have to prepare them for the event the following evening.

**Decor Set-Up Team** (11:00am - 6:00pm) - Assist with decor set up prior to the event (blowing up balloons, hanging lights and other decorations).

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### **NTS Event Volunteer Opportunities** *Friday, February 7th, 2025*

**Buddy Team:** Come be a One-on-One Buddy with a guest. Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Training will be provided. Buddies must be 16 years or older.

**Food Team:** Assist with the unloading and set up of food and beverages in the main event space. Oversee the food table in the main event space, be knowledgeable about the items being served and assist guests with finding what they would like.

**Medical Team** - Provide first aid and care for any medical needs or emergencies. Monitor and help with bathroom assistance for guests that need it. Coordinate with local EMS if needed. Looking specifically for those who are an EMT, Paramedic, RN, MD, LPN, Mid-level provider (NP/PA).



### **Beauty Team**

- **Hair stylist:** Welcome each guest to a salon station. Chat with them as you style their hair, pamper them, and make them feel special.
- **Makeup Application:** Welcome each guest to a salon station. Chat with them as you apply their makeup, pamper them, and make them feel special.
- **Shoe Shining:** Welcome each guest to a shoe shine station. Chat with them as you shine their shoes, pamper them, and make them feel special.
- **Beauty Room Extra Support:** Welcome guests and help to ensure they feel special and pampered. Provide additional support to stylists if needed.

**Security Team** - Walk around and monitor the main event space and outdoor areas. Making sure exits are not blocked and all areas remain wheelchair accessible. Ensure a safe and secure environment for guests and volunteers. Coordinate with local law enforcement if needed.

**Coat Check Team** - Greet guests, take their coats, label them and hang them. As guests leave, ask for their names and retrieve their coats. The coat check area can also serve as a lost and found at the end of the evening.

**Dance Floor Team** - Welcome guests to the dance floor and create a fun environment by dancing with guests and encouraging guests to dance along with the music.

**Flowers** - Assist guests with properly placing corsages and boutonnieres.

**Crowns** - Place crown/tiara on guests head and announce them as they walk down the red carpet.

**Gift Bag Team** - Manage gifts and help each guest collect their favors to take home at the end of the event.

**Guest Check-In Team** - Help guests get checked in, hand out lanyards, help navigate guests into the right lines, and welcome guests as they arrive.

- **Directional Host:** Directs guests to appropriate lines and locations; this role may take place outside.
- **Check-in Host:** Greets guests, verifies their information, and works with Check-in Assistants.
- **Check-in Assistant/Runner:** Supports Check-in Host by gathering guest packets.
- **Door Host:** Verifies that guest check-in was completed.



**Karaoke Room Team** - Welcome and assist guests in getting signed up to sing the song of their choice. Cheer and encourage guests as they participate in the karaoke.

**Limo Team** - Coordinate necessary information to the limo drivers, direct guests as they line up for the limo, help guests get in and out of the limos.

**Photography Team**

- Photo Booth Support - We have rented photo booths that come staffed with professionals. All you need to do is support the photographer by managing the photo line and answering guest questions.
- Event Photographer - Come and be a wandering photographer capturing the event. We ask that you bring your own equipment and have experience in photography.

**Red Carpet Team** - Celebrate guests as they arrive and walk down the red carpet by cheering, clapping and acting like paparazzi. Make guests feel special.

**Sensory Room Team** - Spend time with guests who may have become over-stimulated on the dance floor or in the other areas of the prom. Interact with them by participating in sensory activities, singing or listening to calming music or simply providing them with some quiet time.

**Respite Room Team** - Care for the family members/caregivers of guests by serving food, chatting with them and being available to pray with them.

**Clean Up Team** - Arrive at 8:30pm the night of the event to assist with event clean up.

**The Tim Tebow foundation requires background checks for ALL volunteers serving on February 7th, regardless of the role.**