

JOB DESCRIPTION
Workshop guides

Volunteer Name		
EYH Contact		
Name & Mobile No		
Workshop name		
Location		

PURPOSE OF THE ROLE

Gather the girls at each transition to guide them to the room which the workshop is being held. Help with the transition between workshops (there are 3 sessions) and the transition to the lunch queue for the girls, the workshop leader and the assistants. Support emergency evacuation should it arise.

KEY TASKS & RESPONSIBILITIES

- 1) Make sure you wear the red T-Shirt
- 2) In case of doubt, ask the Workshop guide co-ordinator in which room the workshop takes place
- 3) Know how many girls should be in that workshop
- 4) Tell the girls when entering the auditorium to sit in the pre-specified row according to the first workshop chosen
- 5) Take panel with workshop description and number and hold in the air
- 6) Gather the girls for the first workshop (9:35 am) after the welcome from the auditorium
- 7) Make sure that the girls are aware of the workshop name. Help the girls when problems occur. Make sure that you have gathered all girls for the workshop
- 8) Guide them to the correct workshop(s)
- 9) Get the girls after the workshop and guide them either to the next workshop or to lunch
- 10) **Ensure that your assigned workshop leaders and assistants get lunch first** by allowing them to go to the front of the lunch queue. **The workshop leaders/assistants have an assigned specific room for their lunch**
- 11) In case of an **emergency evacuation**, please go to the designated meeting point outside the building. Hold up your panel to allow the girls to meet you. Ensure you have all the girls gathered. Advise **immediately** any Committee member if a girl(s) are missing.
- 12) Finally, always help the girls in case of questions

This list is not exhaustive.