

## CACJ 2022 Annual Training Conference Call for Volunteers

Updated 4.1.2022

### *Volunteer Job Descriptions and Benefits*

Volunteers play a significant role in making sure the CACJ annual conference runs smoothly. Volunteering at the CACJ annual conference is an excellent opportunity to network with the accountability court community and get a behind-the-scenes view of the event. We have a variety of volunteer opportunities available, each with varying responsibilities. The different roles are described in this document, along with some general volunteer requirements. ***Volunteers will serve as representatives of CACJ during their conference duty assignment and should practice professional conduct.***

### *Volunteer Roles:*

- ~~Registration Volunteer~~ ***\*\* Registration volunteer slots are full \*\****
- Room Monitor
- Breakout Session Moderator

The call is open to all accountability court team members. If you are interested in volunteering at the 2022 CACJ annual conference, please read the job descriptions and then complete the volunteer [application form](#). The information on the form will help us to schedule volunteers in the jobs they are most interested in doing and where their skills will be used most effectively. Please note that applying to volunteer does not guarantee a job assignment. Volunteer specific duties will vary depending on which volunteer job you are assigned, but all volunteers will be asked to

- know the key locations of conference events (theatre, grand hall, exhibit hall, breakout session rooms) and be able to direct attendees as needed,
- have the contact information of the volunteer coordinator handy in case any issues should arise,
- wear a button or ribbon identifying themselves as volunteers, answer questions in a helpful and friendly way, and
- volunteer for a minimum of one (1) shift on Monday or Tuesday.

### *Volunteer Benefits*

Conference volunteers will receive complimentary admission to the CACJ annual conference. A volunteer must complete conference registration with their team, but their attendance will not count as a team member slot for the conference. Applicants can volunteer for three days of the conference if they wish to do so. Volunteers should secure hotel lodging, transportation, and per diem with their team. Unless otherwise noted, volunteers are responsible for his/her hotel reservations. Volunteers will be required to participate in a short training before the conference. CACJ will provide two options for training, both online and in-person to accommodate schedules. Volunteers will be contacted closer to the conference date with specific times and assignments as scheduling is finalized.

### *Selection Process*

Applicants will be notified of volunteer assignments on or before May 31, 2022. ***Please ensure that your coordinator or director is aware of your volunteer application.*** Please note that volunteer spaces are limited, and, with high demand, slots may fill up before the deadline. Apply as soon as possible. The application window is March 21- April 1, 2022. If there are questions in the interim, please contact Kimberly Howard.

To apply, please fill out this online [application form](#).



## Volunteer Roles Descriptions

### Registration Volunteer

#### Description:

As a registration volunteer, you will likely be attendees' first point of contact at the CACJ annual conference. Your job will be to greet attendees as they approach your table, assist them with their name badge, give them any other materials, and provide directions or answers to questions as needed.

#### Shifts:

Shifts for registration volunteers will run between 7:30 a.m. until 4:30 p.m. on Monday and Tuesday. During your shift, you will be able to catch some of the plenaries and keynote address, and, after your shift, you will be free to attend whichever breakout sessions you have registered for, along with the closing conference plenary.

### Room Monitor

#### Description:

Room Monitors will staff breakout session rooms and ensure that everything runs smoothly for the breakout session. Specific duties include:

- Making sure all attendees are seated in chairs and not on the floor.
- Scanning attendees into the session.
- Ensuring the directional signage is correct and displayed for their assigned breakout session room.

#### Shifts and Requirements:

Room monitors' shifts will run from 9:00 a.m. until 4:30 p.m. on Monday and Tuesday. As a room monitor, you will be assigned to a room for each session, and you will need to stay in the room for the whole breakout session. Room monitors will be able to attend the keynote address, some breakout sessions for which you registered, and the opening and closing plenary addresses. Because room monitors will be scheduled for specific rooms, if you volunteer in this role, you will not be able to attend all of your breakout sessions. However, we will be sure to create a schedule that allows you to attend at least one of your preferred sessions.

### Breakout Session Moderator

#### Description:

Breakout Session Moderators will serve as session representatives in breakout session rooms. Specific duties include

- introducing the speaker(s),
- holding up timecards, and
- facilitating question and answer portions of presentations, as needed.

#### Shifts and Requirements

Breakout Session Moderators will typically be asked to moderate a session(s) of their choice. Session moderators' shifts will run from 9:00 a.m. until 4:30 p.m. on Monday and Tuesday. After your shift, you will be free to attend whichever breakout sessions for which you registered, as well as the opening and closing conference plenaries.



