

CACJ 2025 Annual Training Conference Call for Volunteers

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

- Room Monitor
- Breakout Session Moderator

The call is open to all accountability court team members. If you are interested in volunteering at the CACJ annual conference, please read the job descriptions and then complete the volunteer work. 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 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) full day on Monday or Tuesday.

Volunteer Benefits

Conference volunteers will receive complimentary admission to the annual CACJ conference. Volunteers 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 their hotel reservations. Volunteers will be required to participate in a short training course 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. Volunteers are asked to assist with a minimum of two duties on the day of their volunteer assignment.

Selection Process

Applicants will be notified of volunteer assignments on or before July 25, 2025. ***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 before the deadline. Apply as soon as possible. The application window is June 16 – June 27, 2025. If there are questions in the interim, please contact CACJ Operations and Communications Coordinator Christina Frazier at training.cacj@georgaicourts.gov.

To apply, please fill out this form: [CACJ 2025 Conference Call for Volunteers - Formstack](#)

Volunteer Role Descriptions

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; Scanners are iPad self-scanning stations located on tables near the breakout room entrances, and
- Ensuring the directional signage is correct and displayed for their assigned breakout session room.

Shifts and Requirements:

Room Monitors will typically be asked to moderate a session(s) of their choice. Room monitors' shifts will run from 10:45 a.m. until 4:30 p.m. on Monday and Tuesday. As a room monitor, you will be assigned to a room, and you will need to stay in the room for the entire session. Room monitors will be able to attend the keynote address and the breakout sessions for which you are registered.

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 10:45 a.m. until 4:30 p.m. on Monday and Tuesday. To help, select to moderate whichever breakout sessions for which you registered. Breakout session moderators will be able to attend the keynote address and the breakout sessions for which you are registered.