

Indiana Black & Minority Health Fair

# 2024 VOLUNTEER ROLES & RESPONSIBILITIES



## VOLUNTEER ROLES & RESPONSIBILITIES

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**2**  
NEEDED  
PER SHIFT

### COUNSELING AND REFERRAL BOOTH

**Required for position: Clinical workers/health educators**

Counsel participants on test results, answer health-related questions. Refer them to their healthcare provider, if needed.

**2**  
NEEDED  
PER SHIFT

### RUNNER (ONE STOP ONE STICK)

- Direct participants to the waiting area or an open phlebotomist.
- Check registration form for completeness of name, address, and legibility to ensure that participants receive their tests results. Match number strips and proceed to make copies of forms.

**2**  
NEEDED  
PER SHIFT

### TECH-SURVEY BOOTH

- Help participants with the completion survey.
- Periodically clean the monitors.

**12**  
NEEDED  
PER SHIFT

### REGISTRATION

- Greet health fair patrons and ask if they wish to participate in the Health Fair screenings. Provide registration forms if the participant decides to proceed.
- Check completed registration forms for legibility.
- Provide assistance as needed.

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**1**  
NEEDED  
PER SHIFT

### STAGE ASSISTANT

- Introduce each act before performance and keep performances on schedule. Announce any changes.
- Make sure each act has their equipment needs met.

**2**  
NEEDED  
PER SHIFT

### PANEL ASSISTANT

- Assist panel moderator and help with anything needed.
- Attract participants to join the panel and explain what the panel will be covering.



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**3**

**NEEDED  
PER SHIFT**

### TRAFFIC CONTROL / WELCOME GREETER

Monitor and redirect flow of the health fair participants to avoid traffic congestion. Give directions if needed.

**2**

**NEEDED  
PER SHIFT**

### GIVEAWAY BOOTH

- Greet participants and ask to see their PINK form. Once they have shown you their pink form (this is if they registered and participated in the screenings).
- Give participants their giveaway item and keep a tally of each participant.

**1**

**NEEDED  
PER SHIFT**

### HEALTHY ACTIVITIES

- Help set up and tear down for participating groups.
- Engage with participants to come join and get active.
- Be able to help carry equipment (for example 10 lb. weights)

**6**

**NEEDED  
PER SHIFT**

### GOLF CART DRIVERS

Take attendees to and from drop-off/pick-up locations.

38th Annual Indiana Black & Minority Health Fair  
June 27-30, 2024

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**1**  
NEEDED  
PER SHIFT

### HEALTHY ACTIVITIES AREA ASSISTANT

- Assist with space and equipment setup.
- Encourage and invite Health Fair attendees to visit and participate in the Healthy Activities Area.

**3**  
NEEDED  
PER SHIFT

### GENERAL VOLUNTEER

Any duties as assigned.

