

# Job Description: Event Assistants

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## Who Are We Looking For?

This is a great role for mature students who are excellent at following directions. Students who are interested in a competitive event can get an understanding of “how it works” by serving as an event assistant.

## Why Do We Need You?

Without a doubt, things come up during every event that are required to help keep the event running smoothly. Event Assistants are needed to fill in the gaps as needs arise to ensure a positive experience for competitors.

## Before the Event

- Review the guidelines. Remember, guidelines change annually so they need to be reviewed each year, regardless if you have worked on this event in the past.
- Understand that ILC may be different from your state and/or regional conferences; realize you must approach the event from an international perspective now and do things the “HOSA way”, not the way it was done in your particular state.
- Do not plan extracurricular activities during event commitment time.
- Make sure you know where you are going – find your event room(s) – verify when you need to be there.
- Become familiar with the HOSA Cell Phone and Smart/Electronic Devices Policy found in Appendix G at <http://hosa.org/appendices> .

## Event Personnel Orientation

- Attend the *mandatory* Event Personnel Meeting for your scheduled event in which all event personnel attend to learn their roles.
- There is an Event Personnel Orientation scheduled before each round (if applicable) and typically they are scheduled 45 minutes – 60 minutes prior to the start of the event. You need to attend the orientation for the round 1, round 2, and/or both rounds depending on what you have been assigned by your State Advisor.

## During the Event

Be kind. Competitors are typically extremely nervous, and your warm and caring attitude toward them makes a big difference.

Be flexible and open to change. Be willing to troubleshoot as needs arise. Be willing to help anywhere. You may be asked to help in another role than the one you were originally assigned. This will only happen when we really need you there.

Event Assistants may act as errand runners, door monitors, competitor escorts, patients/actors, or fulfill other duties as assigned.

## After the Event

- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.