

Job Description: Orientation Check-In

Who Are We Looking For?

Responsible adults from the sponsoring state

Why Do We Need You?

There is a lot of coordination that takes place to get all competitors registered for an event into the Orientation space, and to have the orientation started on time. Multiple people are needed in this role depending on the size of the event to ensure all competitors are in the right place, they have the materials they need for orientation, and eligibility has been confirmed.

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.
- Eliminate the word “disqualify” from your vocabulary, make it fun, and make this a positive experience for the competitors! They worked so hard to get here.
- 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

Attitude

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.

Details

- Review the “HOSA Check-In Process” Document so you understand how the overall check-in process works and how you will work with other members of the team.
- You may be assigned additional tasks after check-in has been completed. Check with your Event Manager for additional instructions.

After the Event

- Return any paperwork to Event Manager and debrief.
- Complete the event personnel evaluation form with specific suggestions for improvement so that we can continue to improve for the future.