

Forum Date: Saturday, September 21, 2013
Location: Howard Theatre, 620 T Street NW
Volunteer Hours: 8:15 am—12:30 pm
Contacts: Gail Kohn, Age Friendly DC Coordinator, 202-316-4484 (cell)
Christian Barrera, Program Analyst, 301-377-9759 (cell)

Thank you for making time in your busy life to volunteer at the Age-Friendly DC Forum!

VOLUNTEER DUTIES

1. **Greeters:** Greet participants at the Shaw/Howard U (Green/Yellow line) Metro station to direct them to the theatre, outside the theatre doors, or inside the theatre and guide them to the registration desk.
2. **Registration Desk:** Be prepared to help participants sign-in and guide them to the seating area, restrooms and elevators. The seating is down a flight of stairs in the theatre “pit.” If the individual needs accessible seating, there is bench seating along the perimeter of the pit that does not require maneuvering steps.
3. **Runners:** Runners will assist as needed. They may be asked to locate a specific staff member, share information with staff, escort participants needing assistance to either the pit seating or bench seating (for those with mobility issues).
4. **Table Facilitators:** There will be one volunteer and five participants seated at each table. Facilitators will be responsible for these tasks:
 1. **Supplies.** Make sure your table has 5 demographic surveys, five #2 pencils, five clickers, nametags and a marker.
 2. **Demographic surveys.** It is very important that each participant complete this survey in its entirety – it’s anonymous, no name required on the survey. Designated tables will be for non-English speaking participants and will have translated surveys. Assist the participants in completing the survey, collect them all for your table and turn in at the registration desk at the end of the event.
 3. **“Clickers.”** Each participant will electronically “vote” their answers with clickers in response to questions posed during the presentation. *Please check that devices are in working order when you arrive at your table.* Collect all five clickers in the provided Ziploc bag and return them to the registration desk after the Forum concludes.
 4. **Interpretation.** Bilingual volunteers may be assigned to designated bilingual tables to facilitate the conversation and assist non-English-speaking participants.

PERKS OF VOLUNTEERING: While it feels good to serve as a volunteer, there are also tangible rewards. For instance, college students can receive community service hours and others can add this event under Volunteerism on their resumes. Contact Gail or Christian for more information and to sign up! Thank you for your service!