Middle Michigan MiCareerQuest™



EVENT VOLUNTEER GUIDE

—2026—

MICHIGAN WORKS! Great Lakes Bay Region

MICHIGAN WORKS! REGION 7B

Oct 9 2026

Saginaw Valley State University
Ryder Center, 7400 Bay Road
University Center, MI 48710

Event Volunteer Guide

Thank you for volunteering at MiCareerQuest Middle Michigan, the largest career exploration event for high school students in this region. It could not take place without your help. This guide provides you with key information about volunteering. We are excited you are joining us!

EVENT DATE & LOCATION

October 9, 2026 | 7:00 AM - 3:00 PM
(Volunteer check-in opens at 6:00 AM)

SVSU Ryder Center
7400 Bay Road | University Center, MI 48710

Park in K Lot and enter the SW side of the building at Campus Recreation Center. Report directly to the volunteer check-in desk and hospitality area. Your group captain will arrange a time and place for a brief meeting.

VOLUNTEER ROLES

Every volunteer job is very important to the smooth operation of MiCareerQuest Middle Michigan. You will be assigned a role in advance of the event. This guide includes a summary of volunteer roles. You may be assigned more than one. Each area has a volunteer leader to help with questions and directions.

VOLUNTEER PARKING

Volunteers are required to park their vehicles in K Lot. If needed, there is overflow parking in Lot L. Signage to this area will be in place and the event's parking lot team also can direct you to the volunteer parking location. Please lock your doors.

VOLUNTEER CHECK-IN

Once you check in at volunteer registration, you will have a chance to enjoy morning refreshments and meet your leader who will give you further instructions.

WHAT TO WEAR

All volunteers will be given a dark purple event t-shirt to wear. These shirts must be worn on the outside of your clothing if layered. Also remember this event is in early October so dress accordingly. The venue is heated, but there may be drafts near the doors. Parking lot volunteers will be given special vests to wear. Everyone should wear comfortable shoes. Most volunteers will be on their feet all day. Also, wear comfortable pants. Jeans are fine.

BAGS AND PERSONAL ITEMS

Volunteers will be able to leave coats in the volunteer storage room. However, we strongly recommend you do not bring valuable items, as we will not be able to lock them up.

FOOD AND BEVERAGES

Bottled water and snacks will be available to volunteers and lunch will be provided to refuel during the day.

INCLEMENT WEATHER

Mother Nature will not cancel MiCareerQuest Middle Michigan. Please check the event website for additional information in the event of inclement weather.

SAFETY AND SECURITY

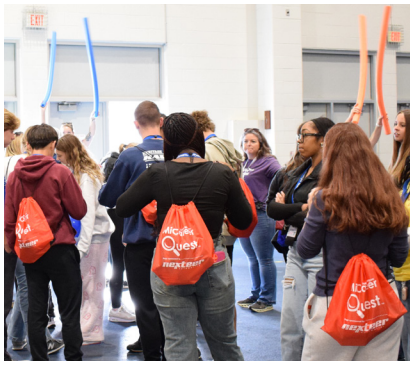
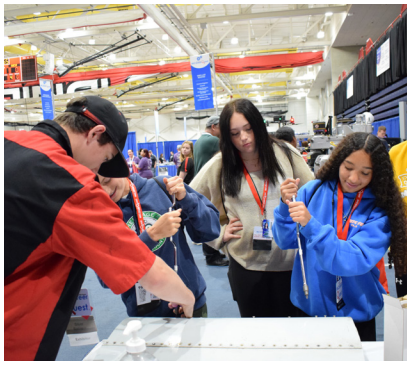
The event will be staffed by a security team. We do not expect any situations, but volunteers are asked to keep an eye out for anything suspicious or illegal. We request that you immediately share any concerns with a member of the event's executive committee or security team.

Key Contacts

Tawnee Van Horn, MIS Manager
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VOLUNTEER LEADER TRAINING
Friday, September 11, 2026
1 PM – 3 PM Saginaw Valley State University Ryder Center

ARRIVAL ON DAY OF EVENT
Friday, October 9, Before 7 AM (check-in opens at 6 AM)
Saginaw Valley University Ryder Center

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Volunteer Roles

PARKING, BUS DROP-OFF/PICKUP
Location: Entrance of venue parking lot and along route to Bus Drop-Off Zone

Duties: Working with SVSU Public Safety, direct buses onto premises, into staging area and to drop-off zone; guide drivers to parking area. Entrance director will have walkie-talkie to communicate with event organizers and exit team. All parking lot attendants must wear reflective safety vests (provided).

BUS GREET WELCOME TEAMS
Location: Bus Drop-Off Zone, Outside Main Entrance & Inside Main Lobby

Team A Duties (Location: Bus Drop-Off Zone): Enter bus and welcome students; provide them with a brief overview of the day; review drop-off and pick-up procedures with them. All bus greeters must wear reflective safety vests (provided).

Team B Duties (Location: Outside Main Entrance & Main Lobby): Greet and welcome students; provide event directions and guide them to the main entrance into the venue. Direct visitors to restrooms, information desk (if they have questions), and appropriate holding area.

POOL NOODLE AISLE MONITOR
Location: Student holding areas near entrances to event floor & inside career industry sectors

Duties: Gather students by school and lanyard color-matching industry sector; direct students to restrooms if needed, when music plays escort group into first industry sector. Serve as time-keeper. At the end of each industry sector visit, gather students and escort them to the next industry sector. After last industry sector, guide them to venue exit and bus loading zone.

INDUSTRY SECTOR LIAISON/RUNNER
Location: Career industry sectors

Duties: Keep student traffic moving in industry sectors; monitor student behavior; and answer questions from participants. Assist exhibitors, as needed; deliver box lunches if necessary; provide exhibitors with bottled water. One runner in each industry sector will have a walkie-talkie to communicate with event organizers.

REGISTRATION DESK RYDER CENTER
Location: Main Lobby

Duties: Greet visitors entering the building, replace lost/missing lanyards as needed (very limited supply of extras); answer questions from chaperones and others regarding event.

VOLUNTEER & EXHIBITOR REGISTRATION
Location: Campus Recreation Center (Volunteer Registration) & East Loading Dock Entrance (Exhibitor Registration)

Duties: Greet and check-in event volunteers and exhibitor representatives; provide them with credentials, answer questions about event; direct people to volunteer and exhibitor hospitality areas and restrooms.

RESTROOM & ELEVATOR MONITORS
Location: Entrances to event restrooms and elevators

Duties: General monitoring of restrooms and elevators to assure proper use; work with venue's janitorial team to assure restrooms are stocked.

GUEST SERVICES
Location: First Floor Lobby

Duties: Greet guests, media and others; answer basic questions; escort/connect to designated staff representatives. Provide assistance as needed.

HOSPITALITY TEAM
Location: Morning Hospitality Area & Lunch Area

Duties: Work with caterer to ensure volunteer continental breakfast and lunch service runs smoothly – area stays clean, tables wiped, garbage cans emptied, as needed. Monitor box lunches being served. Ensure Main Floor water remains stocked.

Other Volunteer Roles

HOLDING PARKING LOT
STUDENT EXIT GUIDES
INFO SPECIAL NEEDS ATTENDANT
TIME-KEEPER MUSIC MAKER
MEDICAL & EMERGENCY SNACK AREA
VIP MAIN ENTRANCE FLOATER

