

Description of responsibilities

Keep students safe, calm, and as quiet/organized as possible during shows by enforcing rules, offering guidance and assistance whenever necessary, and engaging younger students in activities to keep them from becoming too wild and crazy.

Pertinent requirements

- Greet students and parents with a pleasant attitude and smile
- Maintain a sense of calm even under pressure
- Quick to help and answer questions as needed
- Clearly communicate with students, other monitors, child gophers, and stagehands as needed
- Enforce green room rules and engage younger students in fun activities

Specific dress code

Modest, sensible, and breathable attire, comfy shoes for easy movement. For backstage green rooms we recommend dark colors in case you need to enter the wings to assist a student.

Basic training overview

- Greet parents/students at the door and introduce yourself as their monitor for the day (let them know if they need anything, they can come to you)
- You are in charge. For safety and crowd control sake, all students must listen and obey right away. Sorry kids, the adults are in charge!
- Monitor Station: stocked with essentials

- Delegate responsibilities between all monitors and helpers: quick changes, helping make sure everyone looks good and is at the door ready to leave on time, keeping the students distracted and calm in rooms with younger kids, etc.

Play to everyone's strengths.

- Rules must be obeyed and only certain items are allowed. Un-allowed items may be returned to their bag or confiscated by you and placed at the monitor station to be returned at the end of the show either to the student or directly to their parent.

- For disobeying rules, a warning should be administered first (come to their level with eye contact, with a firm and low tone voice clearly communicate they must stop or else they will have to sit down at their station.)

- If they continue to disobey, they should be made to sit on their own at their station for a few minutes (nothing unreasonable) until they are ready to apologize and participate in following the rules.

- If a child absolutely refuses to listen and begins any level of temper tantrum, the day of event coordinator should be contacted immediately.

- Students are responsible for keeping their stations organized, but they often need help. If you or another student are helping with a quick change, please make sure they student who needs help shows you where their items need to be returned to so nothing gets lost.
- Emergency situation (consult allergy & emergency contact page: w/ headshots of each student organized by last name)

Training video available: explorecircle.com/volunteer

Safety Protocol

In the event of a major emergency, please quickly and calmly organize all students in your room into an orderly line and proceed to the nearest exit. They do not need to grab their personal items. Everyone getting to a safe place is the top priority. *Things* can be replaced, *people* cannot.