Fall 2015 Orientation Team Roles

**Check In Coordinators (multiple people)**
- attend check in training (sometime towards the end of July)
- help coordinate packet packing (sometime in the middle/end of July; pizza party with SPLs)
- manage volunteer sign-up sheet (ensuring that we have ample volunteers for each check in)
- manage volunteers (send reminders for when they’ve signed up)

**Small Pack Coordinators (2 people)**
- Drafting bi/weekly SPL Emails with additional information for new students
- Answering SPL Questions

**Airport Pick Up Coordinators (multiple people)**
- Manage use of the RDU welcome desk
- Manage volunteer sign up (ensure that we have the needed volunteers each day)
- Volunteer Management (send reminders for when they’ve signed up)

**Information Fair Coordinator (1 person)**
- Work with OIS staff to plan Information Fair
- Recruit, remind and manage volunteers needed for Information Fair set up and take down

**Mini-Session Coordinator (1 person)**
- Work with OIS Staff to plan Mini-Sessions
- Recruit, remind and manage volunteers needed for Mini-Sessions

**Group Responsibilities (involvement from everyone)**
- Orientation Day
- Welcome party