

Volunteer Shift Guide for Access Needs

This guide to our volunteer shifts is not meant to be exhaustive or prescriptive but to offer help in choosing your volunteer shift using previous attendee experiences.

We will always defer to your own sense of your capacity and needs.

If there is a shift you have questions about or an access need not covered here, please email: Accessibility@IMsLBB.com

Deaf/HoH Access

Test Access Assists

[Test Access Assists provide space and guidance for COVID safety on site, by running and distributing tests.](#)

Role Specifics

- Run/assist with rapid COVID testing
- Give out a bag of 3-5 tests to each person for the weekend

This role is done in pairs and typically requires one person to handle a lot of communication. The other person doesn't have to. This role is directly tied to health and safety, please navigate with sensitivity.

Roaming Supply Pal

[The Roaming Supply volunteer checks on supplies and refills them as needed across the entire first floor of the hotel](#)

Role Specifics:

- replenish supplies for sensory room, mask table, covid testing table, safer sex supplies
- Alert office when supplies are out or low

This role has a buddy and requires a lot of movement.

Bootblack Set up & Tear Down

[Bootblack set up and tear down will pick up and move Bootblack stands.](#)

- option to do more isolated bootblack stands or lounge area (more social).
- Heavy lifting

- could be low or no communication

Dungeon Monitors (Inside and Outside)

The DM makes sure that the individuals that are participating in Dungeon play are following the rules.

Role Specifics

- Each DM will carry a DM kit, wear an arm band and DM tag.
- Direct people to safety table & encourage chuck and glove use
- Remind people to put their lanyards back on after play
- Can signal to buddy to radio for help, if needed

Mobility Access

Registration

Registration assists help attendees register for the event when they arrive

Role Specifics

- Greetings and guiding/direction
- Checking names off of a longer list
- Getting attendees lanyard, name tags, welcome bag, pronoun stickers, and [the rest]

This role is seated and with a team. It is communication heavy.

Access Assist for Education

Access Assists for Education maintains Accessibility set ups and helps people navigate classroom seating.

Role Specifics

- Greetings and guiding/direction
- Distribute masks
- Remind people to mask during the class, if needed
- Provide space navigation support when needed
- Direct people to accessible seating - wheelchair (non transfer) and ASL reserved
- Let people know when a class is too full

This role is primarily seated after seating class attendees. It is communication heavy.

Ballroom Door Monitor

Ballroom blocks will help guard the ballroom during change over

Role Specifics

- Will ask that people not enter the ballroom
- Will communicate to those waiting for the next event
- Might assist early access for accessibility needs

This role is primarily stationary and includes a buddy. It is communication heavy.

Education Moderator

Delivers pre-prepared announcements at the beginning and end of class.

- Hand signals for time keeping to the presenter
- Maintains respectful atmosphere: minimizing cross talk over the presenter
- Collects physical feedback forms, if applicable

Bootblack Line Management

Line Management will organize people waiting for bootblacking services into a queue and answer questions

- Acts as a host to the Bootblack area
- Communicates with people about wait times
- May need to help redirect the line if it's getting out of hand

Dungeon Monitors (Inside)

The DM makes sure that the individuals that are participating in Dungeon play are following the rules.

Role Specifics

- Each DM will carry a DM kit, wear an arm band and DM tag.
- Direct people to safety table & encourage chuck and glove use
- Remind people to put their lanyards back on after play
- Can signal to buddy to radio for help, if needed
- Most of shift can be seated

Security (Not Roaming)

Non roaming security roles are stationed by hotel entrances and exits

Role Specifics

- Check for visible conference lanyard of all attendees + remind people to wear lanyard
- Greetings and guiding/direction
- Use walkie talkie to inform lead security of any concerns

This role is seated and may be solo or with a partner.

Sensory Access

Bootblack Set up & Tear Down

Bootblack set up and tear down will pick up and move Bootblack stands.

- option to do more isolated bootblack stands or lounge area (more social).
- Heavy lifting & movement
- could be low or no communication

Roaming Security Assist

Roaming security checks that people around the hotel are wearing a badge. They also may alert staff to any safety issues or irregularities.

- Ensure people have a badge (registered for the event)
- Check the hotel, pool and courtyard areas
- Can use a whistle warning or other warnings to alert a buddy or staff member
- Ensure people are okay and safe, alerting if not

This role has a buddy and requires a lot of movement. One person with a walkie talkie and one without.

Ballroom Door Monitor

Ballroom blocks will help guard the ballroom during change over

Role Specifics

- Will ask that people not enter the ballroom
- Will communicate to those waiting for the next event
- Might assist early access for accessibility needs
- The sensory input of this shift is contingent upon the activities in the ballroom during

Dungeon Set Up

Moving items in and out of the Dungeon on Thursday for Load In and Monday for Load Out.

Role Specifics

- Will require heavy lifting
- Requires much movement
- Can be low sensory and low communication

Hospitality Load In

Moving items into the hospitality suite on Thursday.

Role Specifics

- Will require heavy lifting
- Requires much movement
- Can be low sensory and low communication

Operations Load In

Moving items into the office outside of registration on Wednesday and Thursday.

Role Specifics

- Will require heavy lifting
- Requires much movement
- Can be low sensory and low communication