

## Field Trip Volunteer Roles

We encourage women and gender-diverse Panelists who represent the intersectional identities of IGNITE Students. Volunteers of all genders are encouraged to participate in non-panelist roles.

### Volunteer Roles to Fill

- **Greeters (1-3):** Greet students as they arrive, distribute swag, and wave goodbye as they leave.
- **Tour Guides (2):** Facilitate a short office/worksite tour.
- **Activity Leader (1-2):** Introduce the activity to the whole group in 5 minutes or less. Facilitate student presentations of their work.
- **Small Group Leaders (4-6):** Work closely with a small group of students on the activity using the best practices outlined in the [Small Group Leader Guide](#). Volunteers should be comfortable working with children. *We strongly recommend that Small Group Leaders also serve as Panelists.*
- **Facilitator (1):** Introduce the Panel using an IGNITE-provided script, and moderate the student Q&A discussion. This volunteer should be comfortable keeping an eye on the time and managing the flow using the agenda, being assertive and taking charge as needed to manage the event. The Facilitator does not speak on the panel but should be comfortable in a public speaking role and interacting with children.
- **Panelists (2-3):** Women/gender-diverse STEM professionals inspire students with their stories and answer student questions, including 1 who will be the **Lead Panelist** and moderate the Panel introductions using [these prompts](#) provided by IGNITE.
  - Recruit **no more than 3 panelists**, and aim to have at least one BIPOC speaker.
  - To maximize meaningful interactions, aim for at least 2 in-person panelists. To ensure diverse representation, 1 panelist may join virtually.
  - If your activity is focused on a particular topic, we recommend 1 panelist who can speak to the topic directly and 1-2 from other specialties to expose students to a variety of opportunities and perspectives.
  - Panelist Training: **All new panelists are required** to view the [Panelist Training](#)
    - After completing the training, panelists should reference the [Panelist Guide](#) to help prepare.
    - Any Panelist who does not complete the training before your event may be asked not to participate.
    - Each Panelist should incorporate 1-2 visual aids ([examples](#)).

More information on all roles can be found in [Field Trip Best Practices](#).