IRIS
Interschool Research
Investigation Symposium

Website and Workshops Support

Value of this position: This position will help facilitate website management and workshop coordination by screening for misinformation, helping keep dates correct and updating anything that needs to be updated. Volunteers in this position will also be able to suggest and run their own workshop ideas.

Position Goals

- Keep the website running smoothly, accurately, and without misinformation
- Plan workshop materials, help with presentations or workshop facilitations
- Get a chance to be a leader by presenting workshop ideas of your own

Location: This is an online volunteer role.

Qualifications:

This position might be perfect for you if you…

- Are 15 and over
- Want a leadership role
- Have access to internet and are good at paying attention to details
- Like planning educational materials
- Like science/math/computer science/engineering and are comfortable presenting a workshop - this is optional, volunteers in this role do not have to present any workshops.

Prior experience:

- If volunteers want to present their own workshop, they need to have demonstrated knowledge on that topic. Otherwise volunteers do not need to have any other prior experience.

Time Commitment:

Schedule: Volunteers will be in direct communication with us, and as such volunteer schedules will vary. However, this role is very flexible to the volunteer's schedule, and if all a volunteer wants is to run one workshop, that is welcomed too! Let us know your availability on the application form and we will give you more information on your schedule based on that.

Duration: Volunteers are expected to be in this position for at least a month.

Job Duties:

This is a very flexible position, and we will take what volunteers can offer. The listed job duties are possible things volunteers may do, but volunteers do not have to do all - they just have to do at least one.

- Keep the website up to date by being in communication with us and getting update instructions or letting us know when things need changing.
- Help make the website more accessible to students by suggesting new layouts or edits. Volunteers may also suggest the addition of new pages that they can then design and may even be able to field.
- Plan workshop materials - especially for fun workshops like “Learn to Build a Rocket”.
- Pass on workshops that have already been designed - this will require extra training.
- Suggest new workshops and design them - volunteers may then also present their own workshops, but this will require additional training.

Service Hours:

- Student volunteers may get service hours for their work, but must first get approval from their school
- Once approval has been granted:
    - The student must clarify their wish to receive service hours on their application form or email admin.iris.sciencefair@gmail.com to let us know.
    - Students will then be sent a service hour tracking sheet, and will receive one hour for every hour spent working on a related activity.
    - The service tracking sheet will request that students record the amount of time spent each time and what you did on what date.
    - Student volunteers will receive more information if they request to receive service hours.

Still have more questions?

Contact us at: admin.iris.sciencefair@gmail.com and we will be happy to help.