| **Primary** | | | |
| --- | --- | --- | --- |
| **Role** | **# of Staff** | **Staff Name(s), Agency or Organization** (e.g.) | **Function** |
| **Event Lead** | 1 | Elena, ATSDR | Periodically checks in on all stations to make sure communication between tents is going smoothly. Lead all-staff meeting the morning of the event. Discusses health/safety and overall event logistics. Ideally this is someone who is with an agency, and is not assigned to a specific soilSHOP station. |
| **Event Ambassador** | 1-3 | Jessica, City Brownfields Program | The face of the soilSHOP event. Does meet and greets with local leaders and press, mingles with event partners, promotes event and soilSHOP model. Preferably local with involvement in partner events. |
| **Log In Staff** | 2-3 | Giles, Consultant Muriel, Local Leader  Shana, Resiliency Non-Profit | Logs in soil samples and provides participants information on sample flow, where to go for results and health ed. Ensures Log In Form is sufficiently and correctly filled out by participant. Labels the Log In Form, sample, and Sample Result Card with the sample ID number. Places completed sample packets in a bin for **XRF Runner** to deliver to XRF screening station. Provides attendee with sample ID number imprinted on note card, clothespin or other item. |
| **XRF Screening Station Operator** | 3-4 | Scott, EPA N/A - EPA Mobile Lab | Accepts sample packets from Log In station. Records screening start time on Log In Form. Screens all samples for lead (and other metals) with XRF, and records readings in data log book. Records final screening result on Sample Result Card, and places the sample packet (without the actual sample) in a bin for **Health Ed Runner** to deliver to Health Ed station. |
| **Health Educator** | 3-4 | Leah, ATSDR Mark, EPA Kristen, City Health Department  Damirus, multi-lingual staff for translation | Conducts one-on-one health education consultation with soilSHOP participants (discusses soil sample results, shares best practices for health protection and safer gardening). Shares resources provided by soilSHOP, including Tri-Fold brochure, Resources Sheet, and best practices gardening handouts. |
| **Station Team Leader** | 1 leader per station | Log In Station: Emily, Consultant XRF Station: Scott, EPA Health Ed Station: Tarah, ATSDR | Designs and conducts on-site training for station staff, notifies station staff of any changes that occur during the event. Makes on the spot decisions to ensure continued operation of the station. Communicates with **Event Lead** and **Runners** regarding sample processing time and any changes to process or requests made between stations. |
| **Event Set-Up Staff** | 5-7 |  | On-site at 9:00 am to help unload vehicles, set up tents, chairs, tables, signage. Helps unpack other equipment and supplies, set up posters, white boards, etc. |
| **Event Take-Down Staff** | 5-7 |  | Onsite at 4:00 pm to take down tents, tables, and chairs, and help load items into vehicles. Picks up trash, cleans up the site, etc. |

| **Secondary[[1]](#endnote-1)** | | | |
| --- | --- | --- | --- |
| **Role** | **# of Staff** | **Staff Name(s), Agency or Organization** (e.g.) | **Function** |
| **Greeter** | 1-3 | **Jedd**, Local leader  **Darius,** University student | Helps with traffic flow, direct soilSHOP participants to registration or to Health Ed table if no sample. Gathers photo consent signatures. Hand out tri-fold flyers.  *The* ***Event Ambassador*** *can double as the* ***Greeter****.*[[2]](#endnote-2) |
| **Waiting Room Attendant** (Part of Log In team) | 1 | **Nate**, Local Community Center | Ensures participants have used correct container for samples, and hands out ziplock baggies as needed. Explains the process of the soilSHOP, sample flow, and helps participants fill out Log In form before going to the Log In table.  *The* ***Greeter,*** *or anyone from the* ***Log In*** *team**can double as the* ***Waiting Room Attendant****.* |
| **XRF Runner** (Log In to XRF) | 1 | **Maddy**, Master Gardener | Delivers completed sample packets from the Log In station to the XRF screening station. Keeps tabs on sample processing time. Helps field questions the XRF team has of the Login team.  ***Log In******Staff*** *or another volunteer can double as the* ***XRF Runner****.* |
| **Health Ed Runner** (XRF to Health Ed) | 1 | **Peter**, Volunteer | Picks up completed sample packets from the XRF screening station, delivers packet to the Health Ed station and marks the time of delivery on the Log In Form. Communicates to participants (verbally and/or by posting status) when screening results are ready and which Health Educator to see for consultation and explanation of screening results. Keeps tabs on sample processing time, informs Log In table of estimated wait time. Relays Health Ed questions to XRF team.  *The* ***Event Lead*** *or any* ***Health Educator*** *can double as the* ***Health Ed Runner****.* |

1. Secondary roles are useful when hosting large soilSHOP events (more than 50 samples over 4 hours) and with sufficient volunteer support and resources. [↑](#endnote-ref-1)
2. For small events with limited staff and volunteer resources, some roles may be filled by the same individual. One person can do double duty on two roles, or one role can be shared by more than one person. Italics text suggests ways to accomplish the function of a role by assigning multiple roles to one person or many people. [↑](#endnote-ref-2)