

Roles and descriptions for required volunteers at the David Dunlap Observatory

Revised on 25 May 2019.

1. Program Lead/Coordinator of Event

Main volunteer member leading efforts for the event. This includes coordinating with all volunteers, determining roles and location of support. Arriving earliest prior to event to start setup, providing support to members and guests. Ask all volunteers to sign-in. Allocate volunteers where needed, particularly walk-ins. Ensuring complete clear up/clean out post-event. Ensure office door is kept locked outside of event but accessible during event.

2. Assistant Coordinator

Support program lead in smooth operations during the event and prior/after as needed.

3. Event Greeter/Ticket collector

Arrive prior to event starting. RH staff should have table(s) and chairs available in foyer. For guests arriving too early, encourage them to walk about the grounds but come back in x minutes to register. Ensure main door is opened 30 mins prior to program start. Introduce events theme, program plans to guests. Make guests feel welcome! But also ensure they have a registered spot :) Town is very specific that walk-ins and those on waitlist are not allowed on site. Remind them that there are other programs at different times. Point them to the website. With bingo dabber, split people into 2 groups. Direct guests to lecture hall for orientation. At middle of event, put out takeaways on registration desk. At end of event, put complete registration paper in blue binder.

4. Assistant to Main Presenter/Speaker

Provide any support needed to main presenter in the lecture hall. This includes A/V readiness. Turn down/up lights when program begins. Helping guests into/out the room. Answer any questions guests/other volunteers may have. Field questions from audience.

5. Skylab Presenter

Deliver a brief presentation using Stellarium software in the Skylab room. Topics are not specified so delivery can be a quick "the sky this month" or "what's up now." A lot of times it will be cloudy or poor conditions or buggy so one can do a "if it was clear, this is what we'd see." Prior to event, retrieve "prime" Stellarium software "kit" from office. Bin has computer, keyboard, mouse, cables. Connect dual video output of computer to both of the room projectors. Switch over from group A to B. Field and answer questions of participants. End of event, pack up rig and return to office.

6. Assistant to Skylab Presenter

Help presenter at the Skylab room. Ensure people remove shoes before going into the Skylab. Use shoe rack in room to west; for safety. Do not let shoes pile up haphazard in

hallway (it's a fire safety violation). Direct people to washrooms. Give Stellarium presenter a time warning notice ("Five to go!") for group A-B switch in middle and also at the end of final session.

7. Library Manager Wrangler

Welcome guests to visit the library. Encourage photographs. Ensure people do not touch any of the materials. Close door to kitchen and back stairway. Tell people about movies and films shot at the DDO. E.g. the episode "The Day That Wasn't" from Umbrella Academy showed the Admin building hallways, lecture hall, and library, and the dome observing floor.

8. Family Night Activities Leader

9. Assistant to Family Nights Lead

10. 74" Telescope Operator

See the Operators manual for detailed instructions. The broad strokes are: get needed items from office, open the dome, prepare main floor for tour, prepare observatory floor for tour (weather dependent factors), bullseye target if clear, receive guests, delivery tour downstairs, continue tour upstairs, switch over from group A to B, field questions, close down observatory, update log book, return items to office. Ensure guest safety at all times. Protect the telescope. (Only trained RASC members are permitted to power on or move the 74" telescope.) Arrive approximately one hour before the event.

11. 74" Telescope Assistant

Assist main Operator as required. Setup, running, teardown. Part of the job is crowd control. An extra set of eyes - especially with little rambunctious humans. Use laser pointer to show parts of telescope. Answer questions. Hold the ladder and monitor people at eyepiece. Check in with guests that they are seeing things through the eyepiece. Ensure guest safety at all times. Ensure that unregistered persons do not enter the dome.

12. Lawn Telescope Operator

Fly a telescope on the lawn. If you don't have one, you may use a telescope from the storage closet in the office. Display "do not touch" cards. Choose a highly visible target to share with guests. Coordinate with other lawn 'scope operators appropriate targets, ideally, each person on a different target. Set alarms for satellite events. Encourage people to visit each lawn telescope. Answer questions. Be very positive. First lawn 'scope operator on site can disable bright security lights on grounds (then enable at end of evening).

13. Lawn Observer Monitor

Keep an eye on activities on the lawn, help RASC lawn volunteers with any assistance they may require. But main purpose is to ensure we don't have wanderers to the site try to sneak into the site (especially in the dark). Gently, but firmly remind them that this is a registered program. If they have questions, you can ask them to visit the main admin building where event greeter can guide further.

14. ~~Oversee Parking~~

Greeter at the Ellipse

Stand outside, at or near the ellipse and sundial in front of the Admin building. Be warm and friendly, greet all guests and volunteers. Direct volunteers to check-in at office. Direct all visitors to go to the registration desk (before heading to the lawn scopes). Be pleasant, but remind people who are not registered that it is a closed event. They can easily sign up on the Richmond Hill website.

15. Floater

General volunteer. Assist event lead as directed. Areas of intense activity are registration at the beginning of the event, herding guests for the official start and orientation, transitions in the middle of the evening with groups switching between dome and Admin and vice versa. Help at end of event with tidy and cleanup.

16. Space-Craft Room Supervisor

Before the guests arrive, place the bins of craft supplies (stored in the RASC office) on tables placed around the designated room. Ensure enough chairs are available, too. Coordinate with the assistant to ensure at least one person is with the guests at all times. Encourage visitors to create astronomy and space-themed crafts, which can then be taken home. At the end of the program, gather up craft supplies and return them to RASC office. Advise the DDO Committee when supplies need replenishing.

17. Space-Craft Room Assistant (Student)

Assist the Craft Room supervisor with setup and clean up. Circulate among the tables and assist / encourage the guests.

18. Presenter to Scouts/Guides

Liaise with group leader before the tour date to provide directions and determine the expectations for the visit and confirm the start and end times. Welcome the group to the Lecture Hall. Using the RASC-TC PowerPoint file(s), provide an introduction to RASC-TC, DDO, and general astronomy in an age-appropriate fashion. Distribute and explain the starfinders. (There is a Starfinder video embedded in the RASC PowerPoint file). Setup and present in the Skylab, if necessary. Lead the group through the 74" dome. Submit a report to the DDO Committee.

19. Assistant to Scouts/Guides Presenter

Help the presenter with crowd control, direct guests to washrooms, and generally watch that guests do not venture into restricted areas. Answer questions.