

2026 Annual Education Summit
Volunteer Roles & Shift Descriptions
Tuesday, October 20, 2026 • Mayo Civic Center

Thank you for your interest in volunteering! We are excited to have community members help make this year's Annual Education Summit a welcoming and successful experience for everyone.

Please note: Volunteer positions are available on a first-come, first-served basis. Once all available spots for a position are filled, that role will no longer be available for selection. Please review the roles below before completing the volunteer sign-up form.

About the Summit: This year's theme is “Instruments of Change: How We All Play A Part.” The Summit brings together educators, families, students, business and community partners, and others who care about educational outcomes in Rochester.

Before Event Set-Up - October 15th

Time	TBD (prior to October 20)
Available spots	4
Role description	Help the Cradle 2 Career team prepare materials and organize supplies before the Summit.
Volunteer duties	• Assemble packets • Organize name tags and breakout materials • Prepare supplies for the event • Help with other pre-event organization as needed
Skills needed	Organization, attention to detail, ability to follow directions
Physical demands	Mostly seated; light lifting/carrying; some standing and walking

Event Set-Up - October 20th

Time	7:00–8:00 AM
Available spots	4
Role description	Help the Cradle 2 Career team get event spaces ready before attendees arrive.
Volunteer duties	• Run supplies to rooms • Help place materials in designated locations • Assist with basic room setup • Help with last-minute setup needs
Skills needed	Reliability, organization, ability to follow directions
Physical demands	Standing and walking; light lifting/carrying

Photo Op Assistant - October 20th

Time	8-9AM; 12:35PM-1:30PM
Available spots	2–3 total per coverage period (4-6 total)
Role description	Help attendees participate in the photo opportunity and assist the photographer and guests with props.
Volunteer duties	• Direct attendees to the photo area • Assist the photographer and guests with props • Help keep the area organized • Encourage attendees to participate
Skills needed	Friendly, outgoing, comfortable approaching people
Physical demands	Standing and walking; light handling of props

Traffic Controller / Wayfinding- October 20th

Time	12:35PM-1:30PM
Available spots	3
Role description	Help attendees find key locations throughout the Mayo Civic Center.
Volunteer duties	• Direct people to restrooms • Help guests find registration • Direct guests to the Mother's Room and Prayer Room • Help guests locate elevators and the lunch area • Answer basic wayfinding questions
Skills needed	Clear communication, patience, friendly and helpful attitude
Physical demands	Mostly standing and walking

Clean-Up - October 20th

Time	4:15–5:00 PM
Available spots	4
Role description	Help tidy event spaces and return materials to the appropriate locations after the Summit.
Volunteer duties	• Tidy event spaces • Help clean up breakout rooms • Bring materials back to the registration table • Help reset spaces as needed
Skills needed	Teamwork, organization, attention to detail
Physical demands	Standing, walking, bending; light lifting and moving items

Session Attendant- October 20th

Time	9:30 AM–12:20 PM and 1:20–4:25 PM, depending on assignment
Available spots	10 Slots per time frame (20 Total)
Role description	Support presenters and attendees so breakout sessions stay organized and on schedule.
Volunteer duties	• Keep track of time and provide 15-minute and 5-minute warnings • Help with basic presentation setup • Open and close doors as needed • Assist presenters with miscellaneous needs • Tidy rooms between presentations • Complete session headcounts • Contact event/AV staff when technical support is needed
Skills needed	Time management, attentiveness, reliability, polite communication
Physical demands	Mostly sitting and standing; light walking and small setup tasks

Volunteer Support - October 20th

Time	During the day; schedule TBD
Available spots	4
Role description	Serve as a flexible extra set of hands throughout the Summit, helping C2C staff and attendees with needs that come up during the day.
Volunteer duties	• Help sponsors in the morning • Provide coverage or relief for other volunteers • Help people find what they need • Deliver supplies or materials • Assist with unexpected event needs
Skills needed	Flexible, dependable, proactive, comfortable taking direction
Physical demands	Walking and standing throughout the day; light lifting/carrying

Session Attendant Locations

The spreadsheet currently lists 10 session-attendant locations: **Rooms 106, 107, 108, 109, 110, 111, 112, 113, 114, and the main stage.**

Technology note: Volunteers are not expected to troubleshoot AV or technology. If a technical issue comes up, volunteers should contact the designated event/AV staff. Contact information will be provided.

A Quick Note Before You Sign Up

Some volunteer shifts may allow you to attend part of the Summit before or after your shift. Please select a role and time that you can reliably commit to. We will confirm assignments after sign-ups are reviewed.

Questions? Please reach out to the Cradle 2 Career team before selecting a role if you are unsure which position would be a good fit.

Here is the link to sign up to volunteer: <https://forms.gle/WwNyGfMzAxBd9hWG8>

Please also remember to register for the Annual Education Summit:

<https://www.eventbrite.com/e/2026-c2c-annual-education-summit-tickets-1996117544309?aff=oddtcreator>

Even though you're volunteering, we still ask that you register for the event so we have an accurate headcount, especially for lunch. **If you plan to eat lunch during the Summit, please be sure to include yourself in the event registration so we can make sure we have enough food for our volunteers.**

We will also hold two online zoom volunteer training sessions on **October 13 from 9:00–10:00 AM and 3:30–4:30 PM**. You only need to attend one of the two sessions. If you're unable to attend either training, no worries! We can follow up with you individually to make sure you have everything you need before the Summit.

Once we receive your volunteer sign-up, we'll follow up with confirmation of your volunteer assignment and any additional information you'll need before the Summit.

Thank you again for being willing to lend a hand. We appreciate your support and are looking forward to having you with us on October 20!

Gregory Jacob

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