



SCNC VOLUNTEER JOB DESCRIPTIONS

General

Seeking individuals with excellent customer service skills and administrative experience to assist with the following:

- Delegate and student bag stuffing
- Registration desk: dispense accreditation, backpacks and t-shirts upon arrival of provincial/territorial teams, National Technical Committee members, sponsors and exhibitors
- Guide delegates and visitors to receptions and ceremonies
- Direct VIPs from the VIP reception to the Opening/Closing Ceremonies
- Guide delegates and visitors to their respective buses after the Opening/Closing Ceremonies
- Information desk: answer questions, concerns and comments
- Direct delegates and visitors who need to register to the registration desk
- Hold seats for medal presenters
- Assist with school groups
- Provide assistance in the media centre

Competition Support

Competition support volunteers assist the National Technical Committee (NTC) and the National Secretariat (NSEC) of Skills/Compétences Canada (SCC).

Must be able to perform physical tasks and stand for long periods. CSA safety boots, and other PPE as outlined in competition area descriptions are required on the competition floor during setup and/or takedown.

Volunteers are needed to help with the following:

- Set-up and teardown of the allocated competition area
- Load, unload shipments and direct the equipment, material and boxes to the appropriate area

Competition Area Support by Trade

PPE = Personal Protective Equipment (Mandatory)

03 - Precision Machining

- Assist with set-up of competition area as directed by NTC
- Clean equipment returning to suppliers (lathes/mills)
- [On-site](#) representatives will prepare milling machines and lathes for transport
- Sort, pack and record an inventory of tooling in appropriate toolboxes for return shipping
- Disconnect air lines and extension cords and prepare for return to SCC inventory
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Safety glasses and gloves provided by SCC
- Volunteers must provide and wear CSA approved safety shoes

04 – Mechatronics

- Assist with set up of competition area, as directed by NTC
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Safety glasses provided by SCC

05 – Mechanical CADD

- Assist with set-up of competition area, as directed by NTC
- Unpack and set-up of computers and monitors
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

06 – CNC Machining

- Assist with set-up of competition area, as directed by NTC
- Clean equipment being shipped back to suppliers (CNC lathes/mills)
- [On-site](#) representatives will prepare CNC milling machines and lathes for transport
- Sort, pack and record an inventory of tooling in appropriate toolboxes for return shipping
- Disconnect air lines and extension cords and prepare for return to SCC inventory
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Safety glasses provided by SCC

08 – IT Office Software Applications

- Unpack and set-up computers
- Tape down cords
- Assist NTC with other duties as needed
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Take down posters, clocks and other posted information
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Safety glass supplied by SCC

10 – Welding

- Install welding screens
- Move welding tables into appropriate area and assist with placement to create booths for competitor use
- Assist with unloading of equipment
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Group welding screens (assembled) together for return shipping
- Prepare welding tables for return shipment
- Place welding projects at an area assigned by SCC for competitor pickup
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

13 - Autobody Repair

- Assist with placement of welding machines to work stations
- Route air lines
- Unpack boxes of materials
- Assist with body shell placement
- Some heavy lifting involved
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Safety glasses and gloves provided by SCC
- Volunteers must provide and wear CSA approved safety shoes

14 – Aerospace Technology

- Move equipment into place
- Assist NTC with preparation of competition area
- Assist with assembly and disassembly of equipment and tooling
- Assist with cleaning of equipment
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Safety glasses, ear protection and work gloves provided by SCC
- Volunteers must provide and wear CSA approved safety shoes

15 – Plumbing

- Assist with unloading of platforms and placement in appropriate area
- Assist with area set-up as directed by NTC
- Assist with set-up and movement of tables
- All labour entails heavy lifting
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Safety glasses and gloves provided by SCC

16 – Electronics

- Set-up and test basic electronic equipment, including: power supply, signal generator scope meter and digital multi-meter
- Must have basic knowledge of electronics
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Safety glasses provided by SCC

17 – Web Site Development

- Unpack and set-up computers with dual screens
- Tape down cords
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items are properly labeled with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

18 – Electrical Installation

- Assist NTC with set-up of competition area as needed
- Assist with set-up of stand walls (4' x 8' and 4' x 6').
- Must be able to lift 50 pounds
- Assist with movement and arrangement of material, spools of wire
- Unload shipments and direct the equipment, material and boxes to the appropriate area
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Prepare walls for pickup and leftover consumables for return to college (grouped and palletized if possible)
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Gloves and safety glasses provided by SCC

19 – Automation and Control

- Assist with assembly and disassembly of wood framed competitor walls, including wood cutting and fastening (when applicable)
- Assist with distribution of materials to be used for competition
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Prepare walls and leftover consumables for pickup and return to college (grouped and palletized if possible)
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, gloves, and safety glasses provided by SCC

20 – Brick Masonry

- Assist with mortar mixing
- Assist NTC with set up of competition area with tools and equipment required
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Prepare leftover materials/consumables for pickup by Habitat for Humanity
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, gloves, and safety glasses provided by SCC

23 – Robotics

- Assist with unpacking materials and building of competition court (when applicable)
- Assist NTC with set up of competition area with tools and equipment required
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Disassemble and prepare competition court for transportation
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

24 – Cabinetmaking

- Assist with unloading and assembly of machinery
- Assist with placement of machinery and benches
- Assist with placement of safety lines around benches
- Help with collection and roll up of extension cords
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Place projects in an area assigned by SCC for competitor pickup
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, gloves, and safety glasses provided by SCC

26 – Carpentry

- Assist with set up of competitor area, including placement of lumber and tools as directed by NTC
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Clean up and dispose of waste material
- Organize extra leftover project materials
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, gloves, and safety glasses provided by SCC

29 - Hairstyling

- Assist NTC with setup as required
- Assist with set-up of workstations; prepare competition area with equipment and material
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

30 – Aesthetics

- Assist NTC with set-up as required
- Assist with set-up of tables and workstations, and prepare competition area with equipment and material
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

31 – Fashion Technology

- Assist NTC with set-up as required
- Assist with setting up tables, workstations and preparing competition area with equipment and material
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Place projects in an area assigned by SCC for competitor pickup
- Ensure items being shipped are properly marked with SCC-provided return shipping labels



- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

32 – Baking

- Distribute material and equipment
- Assist with set-up of workstations
- Assist with assembly of racks and tables
- Assist NTC with set up of competition area as needed
- Ensure coolers, freezers and ovens are empty and ready for shipping
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Compile leftover ingredients for donation
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hair covering and work gloves provided by SCC

33 – Automotive Service

- Assist NTC with set-up as required
- Set up tool stations and prepare competition area with equipment and material as needed
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure vehicles have been restored to their original OEM state with no pending repairs
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

34 – Cooking

- Set-up material and equipment as required by committee
- During competition help wash dishes and keep the competition area clean
- Disassemble equipment, clean and prepare for return shipping
- Ensure coolers, freezers and ovens are empty and ready for shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Compile leftover ingredients for donation
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hair covering and work gloves provided by SCC

36 – Car Painting

- Must have experience as a car painting technician
- Assist NTC with set up of equipment and material
- General tasks to be confirmed on-site
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Disconnect air lines and extension cords and prepare for return to SCC inventory
- Clean up and dispose of 3M Dirt Trap floor coating
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Gloves and safety glasses provided by SCC

37 – Landscape Gardening

- Assist with set-up and construction of landscape competition area
- Assist with distribution of tools to each workstation
- Help move materials: base, gravel, soil, stone, wood, plants, etc.
- Teardown: removal of materials and packing of equipment
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Prepare leftover materials/consumables/projects for pickup by Habitat for Humanity
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, gloves, safety glasses provided by SCC

38 – Refrigeration and Air Conditioning

- Assist NTC with setup as required. Set up tool stations and prepare competition area with equipment and material as needed
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

39 - IT- Network Systems Administration

- Assist with set-up of stations and prepare competition area with equipment and material as needed
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items are properly labeled with comprehensive return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

40 - Graphic Design Technology

- Unpack and set-up computers
- Tape down cords
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

43 – Sheet Metal

- Assist NTC with set-up as required
- Set up competitor workstations and prepare competition area with equipment and material as needed
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Place projects at an area assigned by SCC for competitor pickup
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

50 - Steamfitter / Pipefitter

- Steamfitter / Pipefitter apprentice required
- Assist with set-up of competitor workstations with tools and equipment, as directed by NTC
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Hard hat, work gloves, and safety glasses provided by SCC

51 – Industrial Mechanical Millwright

- Assist NTC with setup as required
- Set up competitor workstations and prepare competition area with equipment and material as needed
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

53 – Outdoor Power and Recreation

- Assist NTC with setup as required
- Set up competitor workstations and prepare competition area with equipment and material as needed
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

54 - Photography

- Assist with unpacking and set-up of computers as required by NTC
- Tape down cords
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

82 – TV/Video Production

- Assist with unpacking and set-up of computers as required by NTC
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

83 - Job Search

- Assist NTC with set up as required
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

83 - Job Skill Demonstration

- Assist NTC with set up as required
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes

87/88 – 2D 3D Character Computer Animation

- Set-up tables, computers, printers and network cables
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC



PPE:

- Volunteers must provide and wear CSA approved safety shoes

D1 – Sprinkler Systems

- Set-up and teardown of equipment and material as directed by NTC
- Disassemble equipment, clean and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes
- Work gloves and safety glasses provided by SCC

IT – Computer Support

- Volunteers need to be attending or a graduate of a college IT program
- Able to lift and move computers, monitors, etc.
- Able to interconnect components to computers
- Able to test and troubleshoot stand-alone computer functionality
- Familiar with Windows 8 and Windows 7 operating system configuration and troubleshooting
- Familiar with printer settings and network printer settings
- Familiar with network settings and able to troubleshoot network connections
- Familiar with basic settings for Apple computers
- Disconnect equipment and prepare for return shipping
- Package materials/equipment returning to suppliers/SCC in appropriate crates/boxes/skids
- Ensure all items being shipped are properly marked with SCC-provided return shipping labels
- Submit recorded inventory lists to SCC

PPE:

- Volunteers must provide and wear CSA approved safety shoes