2026

MiCareerQuest™
WEST CENTRAL

Event Volunteer Guide

Thank you for volunteering at MiCareerQuest West Central, the largest career-exploration event for high school students in our region! It could not take place without your help! This guide provides you with key information about volunteering. All volunteers must arrive by 8 a.m. the day of the event unless otherwise noted. We are excited you are joining us!

EVENT DATE & LOCATION
April 15, 2026 | 8 AM - 2:30 PM
(Exhibitor check-in opens April 14.)

Wink Arena at Ferris State University
210 Sports Drive| Big Rapids, MI, 49307

VOLUNTEER ROLES
Every volunteer job is very important to the smooth operation of MiCareerQuest West Central (MICQ). You will be assigned a role in advance of the event. This guide includes a summary of volunteer roles. You may be assigned more than one role throughout the day.

VOLUNTEER PARKING
Volunteers are required to park their vehicles in the parking lot west of the Ewigleben Sports Complex. We know it is longer to walk, but please park on the far side of the lot to allow closer spaces for exhibitors, and Ferris students & staff who need access to the building, etc. Thank you for your understanding! Buses will park adjacent to the building.

VOLUNTEER CHECK-IN
Please enter the main entrance on the west side of the building and check in with Michigan Works! West Central staff. We ask that all volunteers arrive no later than 8 a.m., unless otherwise directed by organizers based on your volunteer duties. Students will start arriving about 8:45 a.m.

WHAT TO WEAR
All volunteers will be given a branded event T-shirt to wear. These shirts must be worn on the outside of your clothing if layered. Also remember this event is in April, so dress accordingly. The venue is heated, but there may be drafts near the doors. Parking lot volunteers will be given special vests to wear as well. Everyone should wear comfortable shoes. Most volunteers will be on their feet all day. Also, wear comfortable pants – Jeans are fine.

INCLEMENT WEATHER
Mother Nature will not cancel MiCareerQuest West Central.

BAGS AND PERSONAL ITEMS
Volunteers will be able to leave coats/bags in the MICQ Ready Room. However, we strongly recommend you do not bring valuable items, as we will not be able to lock them up.

FOOD AND BEVERAGES
Lite breakfast items and a box lunch will be provided to all volunteers. Bottled water will be available – stay hydrated!

SAFETY AND SECURITY
The event will not have a professional security presence; only volunteers. We do not expect any situations, but volunteers are asked to keep an eye out for anything suspicious or illegal. We request you immediately share any concerns with a member of the event's organizational committee or a school chaperone.

Key Contacts

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WEST CENTRAL
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EVENT COORDINATION

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

PRESENTING SPONSOR

MWWC.org/micq

Volunteer Roles

VOLUNTEER/EXHIBITOR CHECK-IN *(4 volunteers)*
Location: Check-in station located at west end of concourse.

Duties: Greet and check-in event volunteers and exhibitors; provide volunteers red T-shirt; using the check-in tablets, direct exhibitors to their table in the corresponding quadrant; answer questions about event; direct people to restrooms. Everyone should be checked in by 8:30 a.m.

FOOD & BEVERAGE TEAM *(1)*
Location: MICQ Ready Room

Duties: Work with caterer to ensure a.m. refreshments, coffee service and lunch service runs smoothly; area stays clean, tables wiped, garbage cans emptied, water & box lunches replenished as needed.

BUS STAGING, SCHOOL CHECK-IN & WELCOME *(8)*
Location: Teams will be setup at each of the 4 student drop-off/pickup locations.

Duties: Teams will direct coordinating buses onto premises and check-in their respective schools when they arrive. Direct chaperones and students to their coordinating event quadrant.

Buses will remain parked in same spot throughout event. Students will end event in the quadrant coordinating with their color-coded lanyard, and exit to their buses through the same door in which they originally entered.

QUADRANT ROAMERS/RUNNERS *(16 – 4 per quadrant)*
Location: Industry Quadrants

Duties: Assist exhibitors, as needed; deliver box lunches if necessary; provide exhibitors with bottled water; etc. Runners can also escort student to bathrooms, if necessary, but this is the responsiblity of the school chaperones. Monitor student behavior.

DJ MI-CAREER-QUEST *(1)*
Location: One person stationed at PA equipment.

Duties: Sync to proper time; play designated quadrant change music through speaker system to signal that it is time to cycle students to the next quadrant.

STUDENT ESCORT TEAMS *(16 – 4 groups of 4)*
Location: Start at entry/exit doors for schools, then lead students through the four industry quadrants.

Duties: Guide student groups (by lanyard color) through the industry quadrants in a clockwise order. When music plays, escort group to next quadrant; make sure no students are left behind. After the last rotation, guide students back to the doors in which they entered the building. Their bus will be waiting there to take them back to school.

MEDIA ESCORTS & SPECIAL GUEST TOUR GUIDES
(Jonathan, Shelly)
Location: Roaming

Duties: Greet media and notable guests; answer basic questions; escort them into venue and industry quadrants; and provide assistance as needed. All media should have an escort. Special guests should be welcomed and guided to these volunteers by Michigan Works! West Central staff.

CLEANUP *(Everybody!)*
Location: Wink Arena

Duties: Make sure the arena is cleaner than we found it.

All pictures from MiCareerQuest West Central 2025

MWWC.org/micq