**Maths Family Event Responsibilities List**

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| **Name** | **Duty** | **Job Description** | **Location** |
|  | Facilitator/Time Keeper | * Explain rotation process, score sheets, and activities to families * Keep time for older group * Explain take-away activities to families after maths games |  |
|  | Floater | * Encourage families * Deliver extra items to groups * Deliver messages * Fill in where needed |  |
|  | Station Facilitator (Older Group | * Explain game to family * Give guidance as needed * Give score for station |  |
|  | Sign In, Score Keeper | * Sign in families upon arrival * Tally up scores at the end of all activities |  |
|  | Sign In, Station Facilitator (Younger Group) | * Assist with signing in families * Explain game to family * Give guidance as needed * Give score for station |  |
|  | Station Facilitator (Younger Group), Food Server | * Explain game to family * Give guidance as needed * Give score for station * Pass out lunch at end of session |  |
|  | Food Prep and Server | * Prepare hot dog and roll, juice, and apple slices for families * Pass out lunch at end of session |  |
|  | Station Facilitator (Older Group | * Explain game to family * Give guidance as needed * Give score for station |  |
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|  | Station Facilitator (Older Group | * Explain game to family * Give guidance as needed * Give score for station |  |
|  | Station Facilitator (Younger Group) | * Explain game to family * Give guidance as needed * Give score for station |  |
|  | Station Facilitator (Younger Group) | * Explain game to family * Give guidance as needed * Give score for station |  |
|  | Station Facilitator (Younger Group) | * Explain game to family * Give guidance as needed * Give score for station |  |
| All Volunteers | Clean Up | * Return all maths station items to Facilitator |  |

