

2025 Indiana Health Fair

VOLUNTEER ROLES & RESPONSIBILITIES



Indiana
**HEALTH
FAIR**



Mike Braun

Governor

Lindsay M. Weaver, MD, FACEP

State Health Commissioner

Dear colleagues, community members and partners,

We are thrilled to announce that the 2025 health fair will be Thursday, July 17, through Sunday, July 20, in Halls D & E at the Indiana Convention Center in Indianapolis. We are excited to expand this event this year as the Indiana Health Expo and invite you to participate as a volunteer as we strive to bring public health services to all Hoosiers.

This much-anticipated event offers free health screenings, educational resources, and wellness support to help individuals and families lead healthier lives.

We are seeking dedicated volunteers to help bring this important event to life. Your time, energy, and commitment are essential to ensuring a meaningful and seamless experience for every guest who walks through our doors. Simply put, we could not do this without you!

Inside this packet, you'll find detailed information about volunteer roles and responsibilities, along with a link to register.

Whether you've volunteered with us before or are joining for the first time, we welcome your involvement and are grateful for your willingness to serve. We look forward to working alongside you to make the 2025 Indiana Health Fair a great success.

Should you have any questions, please don't hesitate to reach out to me, or Calvin Knight-Nellis at cknight-nellis@health.in.gov.

Yours in health,

A handwritten signature in black ink, reading 'Eli Chavez'.

Eli Chavez, *Program Director*
Indiana Department of Health
Office of Minority Health

To **promote**, **protect**, and **improve** the health and safety of all Hoosiers.

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An equal opportunity employer.

The Indiana Department of Health is accredited by the Public Health Accreditation Board.

General Registration Services

Role Summary: Health Fair Registration Volunteers serve as the first point of contact for participants entering the event. Volunteers in this role will assist with the electronic registration process using iPads, help distribute consent forms and provide participants with Health Fair Passports. **This position requires a brief virtual training in advance and setup with specific online accounts.** Volunteers are essential to creating a smooth, organized, and welcoming check-in experience for all attendees.

Requirements:

- Must have an **Access Indiana account** and be registered with **MyVisit**.
- Must attend required **pre-event Teams training**.
- Comfortable using an iPad and navigating digital forms.
- Friendly, patient, and able to assist individuals with varying tech comfort levels.
- Able to read aloud consent forms clearly and respectfully to obtain verbal consent when needed.
- Strong communication and organizational skills.
- Dependable, punctual, and professional.
- Able to follow HIPAA and privacy guidelines.

Responsibilities:

- Greet health fair patrons and ask if they wish to participate in the Health Fair screenings.
- Use iPads to assist patrons with digital registration if the participant decides to proceed.
- Provide participants with consent forms on iPad and explain the process.
- Read consent forms aloud and obtain **verbal consent** if necessary.
- Distribute Health Fair Passports and wristbands upon completion of registration.
- Direct participants to the entrance and proceed to the Community Health area.
- Ensure iPads remain charged and ready for use.
- Follow privacy and confidentiality guidelines at all times.
- Maintain a welcoming and efficient registration area.

Phlebotomist

Indiana Department of Health Staff Only

Role Summary: Phlebotomist Volunteers play a critical role in the success of the Indiana Health Fair by performing blood draws safely, efficiently, and with a high level of care and professionalism. Volunteers must be experienced in phlebotomy and knowledgeable about infection control practices. This role requires strong interpersonal skills to provide a supportive and comfortable experience for participants while ensuring all procedures comply with HIPAA and safety protocols.

Requirements:

- **Must attend required phlebotomy training prior to event.**
- Must have hands-on experience performing blood draws.
- Proficient in using phlebotomy equipment (e.g., straight and butterfly needles).
- Strong communication and interpersonal skills.
- Supportive, empathetic, and professional demeanor.
- Knowledge of infection control and safety protocols.



- Commitment to wearing personal protective equipment (PPE) including gloves, masks, and gowns.
- Ability to properly dispose of medical waste and sharps.
- Familiarity with HIPAA compliance and verifying client information.
- Able to work efficiently in a fast-paced clinical setting.

Responsibilities:

- Perform blood draws safely and accurately using appropriate techniques and equipment.
- Greet and interact with clients respectfully and professionally.
- Verify client information and maintain confidentiality in accordance with HIPAA guidelines.
- Use PPE at all times and follow strict infection control procedures.
- Dispose of needles and medical waste according to safety protocols.
- Maintain a clean and organized workstation.
- Communicate effectively with health fair staff and participants.
- Help ensure a calm and positive experience for clients during their blood draw.
- Report any complications or concerns to supervising medical staff.

One Stop One Stick Registration

Role Summary: One Stop One Stick Registration volunteers will support the laboratory testing process at the Indiana Health Fair by verifying participant eligibility, processing and printing lab orders in the MyVisit system, and preparing the necessary documentation for specimen collection. This role is critical for ensuring accurate, HIPAA-compliant recordkeeping and smooth coordination with the phlebotomy team. Volunteers must be detail-oriented, comfortable using digital systems, and willing to complete required pre-event training.

Requirements:

- Must attend required **Teams training prior to event.**
- Must have an **Access Indiana account** and be registered with **MyVisit.**
- Comfortable using an iPad and navigating digital forms.
- Comfortable using online systems and handling confidential information.
- Detail-oriented and able to follow multi-step processes accurately.
- Communicate in a professional and friendly manner.
- Able to work in a fast-paced environment and follow safety/privacy protocols.
- Must maintain participant confidentiality in accordance with HIPAA guidelines.

Responsibilities:

- Volunteers will pull participant registration in **MyVisit** (**full process will be fully explained during training**)
- Volunteers will verify the participant has been seen in the Community Health area and will confirm that desired labs have been checked and initialed by Community Health staff.
- Volunteers will select the labs in **MyVisit** that are marked on the participant's Passport.
- Print **3 copies** of the lab requisitions form from MyVisit.
- Volunteers will take a strip of labels and place a label on each form.
- Retain 1 copy and file it in the designated folder for Community Health records.
- Escort the participant to an available phlebotomist.
- Provide the phlebotomist with the remaining **2 forms and labels** for specimen collection.
- Maintain accurate records and support a smooth workflow in the lab area.
- Follow all privacy, safety, and infection control protocols.
- Provide assistance as needed.



Counseling and Referral

Role Summary: The Counseling and Referral Volunteer plays a vital role in supporting participants during health screening events by providing individualized health counseling and connecting individuals to appropriate follow-up resources. This position is suited for licensed or certified healthcare professionals with experience in patient education, a strong understanding of common screening metrics, and a commitment to compassionate, culturally sensitive communication. Volunteers will interpret screening results, offer practical guidance, and ensure participants feel supported and informed about their health. This role requires adherence to confidentiality standards and collaboration with event staff to ensure a respectful and efficient experience for all attendees.

Requirements:

- Must be a licensed or certified clinical professional (e.g., medical assistant, nurse, physician, physician assistant, health educator, or other qualified healthcare worker).
- Knowledge of common health screening metrics (e.g., blood pressure, cholesterol, glucose levels).
- Ability to communicate medical information clearly and compassionately to diverse populations.
- Must adhere to confidentiality and HIPAA guidelines.
- Prior experience in patient counseling or health education preferred.
- Familiarity with local healthcare providers and referral resources is a plus.

Responsibilities:

- Greet participants warmly and establish a welcoming, supportive environment.
- Review participants' health screening forms for completeness and accuracy.
- Identify and interpret abnormal results (e.g., high blood pressure, elevated glucose).
- Provide counseling based on test results and answer participants' health-related questions.
- Offer clear, practical guidance and recommend follow-up with a healthcare provider when necessary.
- Maintain appropriate documentation of counseling and referrals, if required.
- Collaborate with other event staff to ensure a smooth and respectful participant experience.

Survey Booth Attendant

Role Summary: The Tech-Survey Booth Volunteer supports the evaluation efforts of the Indiana Health Fair by assisting participants with completing the event survey. This role involves engaging with attendees, explaining the value of their feedback, and ensuring survey completion. Volunteers will also provide directions as needed and maintain the cleanliness of the survey stations to ensure a smooth and welcoming experience for all participants.

Requirements:

- Friendly, approachable, and able to engage respectfully with diverse participants
- Comfortable using basic technology (touchscreen monitors, tablets, etc.)
- Clear verbal communication skills.
- Reliable, punctual, and able to follow event procedures.
- Ability to remain attentive and helpful in a busy environment.
- Willingness to perform light cleaning (e.g., wiping down equipment)

Responsibilities:

- Greet participants and guide them to the survey station.
- Explain the purpose and importance of completing the event survey and provide instructions as needed.
- Assist with basic navigation or technical issues related to the survey platform.
- Provide clear directions to other areas of the health fair if requested.
- Periodically clean and disinfect monitors and equipment.
- Alert event staff to any technical issues or participant concerns.
- Check for survey completion and thank participants for their time.



Stage & Panel Assistant

Role Summary: As a Stage & Panel Assistant, you'll assist the area coordinator guiding performers, speakers, and attendees. From introducing acts and keeping events on schedule to assisting moderators and encouraging participation, your role ensures a smooth and exciting program for everyone involved.

Requirements:

- Friendly and professional demeanor.
- Energetic and engaging personality.
- Comfortable with public speaking.
- Clear, confident communicator.
- Strong time management and adaptability.
- Able to assist with basic equipment/setup needs.
- Event or emcee experience is a plus (but not required).

Responsibilities:

- Introduce acts and speakers before performances and panels.
- Keep the program on schedule and announce any changes.
- Assist area coordinator in ensuring that performers/panelists have their equipment/area needs met.
- Make announcements clearly and effectively as needed.
- Assist the area coordinator with logistics and participant support.
- Encourage crowd engagement and draw attendees to the stage.
- Communicate with event staff to solve issues quickly.

Welcome Greeter

Role Summary: The Welcome Greeter serves as the first point of contact for attendees at the Indiana Health Fair, helping create a warm and organized start to their experience. Volunteers will welcome participants at the main entrance, distribute event bracelets, provide directions, and ensure every attendee is properly checked in. **This role is essential for maintaining a smooth flow of guests and accurate attendance records.**

Requirements:

- Friendly, outgoing personality with excellent interpersonal skills.
- Comfortable standing for extended periods.
- Reliable and punctual.
- Detail-oriented and able to keep an accurate count.
- Clear communication skills.
- Able to work in a fast-paced environment and manage large crowds.

Responsibilities

- Greet all participants warmly at the main entrance.
- Provide and assist with placing event bracelets on attendees.
- Remind attendees not to remove their bracelet during the event.
- Check that all individuals entering have a bracelet; provide one if needed.
- Keep an accurate count of how many people have entered or received a bracelet.
- Offer directions and answer basic questions as needed.
- Stand for extended periods throughout the shift.
- Turn in any unused bracelets and final attendance count at the end of each shift.



Healthy Activities Area Assistant

Role Summary: The Healthy Activities Area Assistant supports the area coordinator with the setup and engagement of the Healthy Activities Area at the Indiana Health Fair. Volunteers in this role help prepare the space and equipment for wellness activities and actively invite and encourage attendees to participate. This position is ideal for outgoing individuals who enjoy promoting physical activity and helping others get involved in health-focused fun.

Requirements:

- Friendly, outgoing, and comfortable engaging with the public.
- Able to lift or move light equipment as needed.
- Reliable and punctual.
- Comfortable working in a dynamic, active environment.
- Able to stand and move for extended periods.
- Team-oriented and willing to assist with various tasks as needed.

Responsibilities:

- Assist with setting up and organizing the Healthy Activities Area
- Help move, place, and arrange light activity equipment and materials
- Welcome attendees to the area and encourage participation in activities
- Provide basic information about the activities or direct questions to staff/facilitators
- Ensure the area remains tidy, safe, and inviting throughout the event
- Help with breakdown and clean-up of the space at the end of the shift

Register [HERE](#)

