

Data Entry Volunteer Duties

Duties:

- Updating CQA/ACC mailing list while working with a laptop or Ipad as provided by CQA/ACC to enter information from the Door Prize ballots
- Excellent keyboarding skills required
- This is a seated position

Shifts:

- June 16-17: volunteers needed from 4 – 6:30 pm
- June 18: volunteers needed from 2 – 4 pm
- 2 or 3 people per shift

Attire:

- We are asking volunteers to wear a white top (their choice of style) and dark bottoms (black, navy, dark brown, etc. in a pant, skirt, skort or capri) so that they can be easily identified as volunteers during the open hours of the conference, Thursday through Saturday.
- Comfortable shoes are suggested as concrete floors are hard on legs and feet.

Sign Up Here To Volunteer For Data Entry