

## **Workshop (Classroom) Assistant**

We would like to have volunteers in the classrooms that are familiar with the brand of sewing machines being used in those classrooms that utilize machines. The brands being used this year are Janome, Pfaff and Husqvarna Viking.

### **Duties:**

- Greet class attendees, help them get seated & set-up
- Check all people off against class list. Only those registered may attend the class.
- Report any who do not show up to Workshop Team Lead
- Assist teachers & lecturers to set up their classroom, samples, etc.
- Learn the features of the class machines that are supplied – you may need to assist students with threading the machine , winding bobbins, etc.
- Collect kit fees & hand out notes for the teacher
- Tidy up classroom & gather up threads & garbage during and after class
- Assist sewing machine company reps to reset the room each day for next class.
- Keep track of all sewing machine feet & accessories. Work out a system to avoid loss.

### **Shifts:**

For full day class the shift is from 7:30 am to 4:30 pm.

For half day classes the shift is either: 7:30 am – noon for morning class or 12:30 pm – 4:30 pm for afternoon class.

### **Attire:**

- We are asking volunteers to wear a light colour top (white or pastel solid colour, 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 closed toed shoes are suggested as concrete floors are hard on legs and feet.