

## **Parcel Check Booth Volunteer**

### **Duties:**

- Receiving and checking in parcels for storage
- Keeping storage area organized for easy retrieval
- Ability to lift and carry parcels
- Greeting visitors using excellent customer service skills

### **Shifts:**

- June 8 & 9, 2023: volunteers needed from 10:00 am – 6:30 pm (broken into shifts)
- June 10, 2023 : volunteers needed from 10:00 am – 4:30 pm (broken into shifts)
- Mostly standing during these shifts but chairs available for quiet periods
- 2 volunteers per shift

### **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.