

Volunteer Desk Assistant

Duties:

- Assisting Volunteer Coordinator Team Lead
- Greet and check in volunteers as they arrive, handing them their lanyards and volunteer badges
- Ensure that the volunteers understand their assignments and location, and break schedule
- Helping Team Lead see that all volunteer jobs are covered for each shift
- Receives lanyards and volunteer badges back from the volunteers at the completion of their shifts
- Distributes complementary passes to those volunteers who have completed 4 hours of volunteer activity in 1 day (Check with Team Lead regarding special consideration for Saturday volunteers.)
- Employ excellent customer service skills

Shifts:

- June 8 & 9: volunteers required for 9:15 am – 6:15 pm (broken into shifts)
- June 10: volunteers required from 9:15 am – 4:15 pm (broken into shifts)
- 1 person per shift
- Seated at the volunteer sign-in desk

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.