

Title: Conference Team Member

Department: Conference Services

Supervisor: Conference Services Director

Key Responsibilities:

- Assist with registration and check-out process
- Assemble and distribute welcome pack items
- Prepare name badges and dorm room keys
- Scan student badges during meal times
- Maintain staff and volunteer space in a clean and tidy manner
- Assist with conference in any possible way

Qualifications:

- Over 18 years of age
- Organized
- Flexible
- Detail oriented
- Team work
- Follows directions
- Good communication skills
- Efficient within a limited time frame

Time Commitment:

- July 19 - Evening for set-up preparations and training
- July 20 - During registration / During meal times / Various times
- July 21 - During meal times / Various times
- July 22 - During meal times / Various times
- July 23 - During check-out process
- *NOTE: Volunteer schedule is open to discussion

Support: Training and orientation for this position will be provided before the volunteer date. In addition, the Conference Services Director will be available for questions and assistance.

Dress Code: Appropriate Casual

Number of Positions Available: 7-8