

Work Exchange Job Descriptions: Important Roles to be Filled

TEAM LEADERS: Team leaders are in general GAS Board Members or Committee Chairpersons and will work to ensure that their area runs efficiently. They are responsible for supervising the team members in their area, ensuring on-time team members arrival, and performance. Team Leaders work alongside team members. If team members are not able to perform their given work assignment, team leaders will notify the Coordinator or Coordinator's Assistant to find a replacement. At the end of each assignment team leaders will sign time sheets for team members.

REGISTRATION: Assist with bundling, organizing and setting up registration materials for conference attendees who pre-registered. Name badges will be pre-printed and organized alphabetically by each person's last name. Conference registration will open at 12:00pm on Wednesday, June 10th. Team members will be assigned to distribute conference registration materials and welcome attendees. Registration team members should be able to work in a small environment and be able to help with crowd control.

BADGE CHECKER: A badge checker will be needed at each entrance to conference venues. This job is especially important to make sure that access is allowed only to registered conference attendees. The name badge is the ticket to conference events and each person must have their own name badge to enter. If someone does not have a name badge or there is a question the person will be directed to the registration desk. Replacement badges will be available for a small fee. Some people have purchased only a one day or two day pass, it is a badge checkers job to notice if someone is trying to enter on a day other than they have paid for.

CONCESSIONS: Concession cashiers accept sales for tee shirts and other related items for sale in conjunction with the conference. All volunteers assigned to a cashier position will receive instructions from a team leader or GAS staff member concerning proper transaction procedures. Written directions will be provided. Cashiers should have experience with handling money and making sales transactions.

FLOATERS: Floaters are to remain in the area they are assigned to assist in any way needed. Team leaders, GAS Staff and Board Members may give direction as to tasks that need to be done. This job requires flexibility and adaptation to areas of need.

MONITORS: Monitors are to remain available in the area where they are assigned to help keep the area clean, organized, safe and to answer general questions about the conference.

MISCELLANEOUS: There could be additional positions that have yet to be determined: helping with local press, Pre-Conference Reception, Opening Ceremony/Reception, decoration, Goblet Grab, International Student Exhibition, Auction, Closing Night Party, audio visual, etc.

EVERYONE

Please remain flexible. Each year the Glass Art Society Conference changes location and with each new location there are unexpected needs and challenges. It could be possible that you could be asked to report to a different location and job.