

VOLUNTEER / WORK EXCHANGE JOB DESCRIPTIONS

Important Roles to be Filled

PRE-CONFERENCE SET UP: *available Monday, Tuesday, Wednesday. Estimated 20 people needed.*

Assist with bundling, organizing and setting up registration materials for conference attendees. Name badges for those who pre-registered will be pre-printed and organized alphabetically by each person's last name. Attention to detail and familiarity with the English language and alphabet needed. Some lifting and moving of boxes is involved.

BADGE CHECKER: *available Wednesday, Thursday, Friday, Saturday. Estimated 60 people needed.*

A badge checker is 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 checker's job to notice if someone is trying to enter on a day other than they have paid for. A color copy with explanations showing all possible authentic name badges will be provided for your reference.

REGISTRATION: *available Wednesday, Thursday, Friday, Saturday. Estimated 25 people needed.*

Distribute name badges and registration bags to conference attendees who pre-registered. Name badges will be organized alphabetically by each person's last name. Conference registration will open at 12:00pm on Wednesday. Registration team members should be able to work in a small environment and be able to help with crowd control.

CONCESSIONS: *available Wednesday, Thursday, Friday, Saturday. Estimated 16 people needed.*

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.

MONITORS: *available Wednesday, Thursday, Friday, Saturday. Estimated 20 people needed.*

Monitors are to remain available in the area where they are assigned (such as Goblet Grab, Int. Student Exhibition, & Auction) to help keep the area clean, organized, safe and to answer general questions about the conference.

MISCELLANEOUS: *available Wednesday, Thursday, Friday, Saturday. Estimated 5 people needed.*

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

POST CONFERENCE: *available Sunday. Estimated 2 people needed.*

Assist in cleaning up the registration area and other areas - packing supplies, labeling boxes, etc. Some lifting and moving of boxes is involved.

FLOATERS: *available Wednesday, Thursday, Friday, Saturday. Estimated 4 people needed.*

Floater 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.

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.

TEAM LEADERS: Team leaders are in general GAS Board Members or Committee Chairpersons and GAS Staff 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.