



General Conference 2020
Minneapolis, MN | May 5-15, 2020
www.gc2020welcome.org

Volunteer Position: Delegate and Staff Registration Aide

Work location: Convention Center (delegate and staff registration area)

Position availability: May 2-15

Division/department: Convention Center

Job description: Follow process designed by General Conference to verify credentials and register delegates and staff. Provide essential materials for official action of the General Conference.

Special qualifications: Computer skills, knowledge of The United Methodist Church, and attention to detail.

Additional duties and notes:

- Greet all guests with a smile and welcome.
- Check each person's photo ID and credentials for accuracy of name, photo, and responsibility.
- Verify all information in the database.
- Redirect guests to the help desk if the information on their ID does not exactly match their credentials.
- Provide all materials necessary for conducting official business once verified.
- Provide gift bag to each person after they are registered.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all Commission on General Conference and Host Committee policies and procedures.
- Be prepared to be moved to another area if asked.
- Contact shift supervisor for additional assistance.

Physical requirements: Mostly desk position; able to work in a confined space.

Dress code: Plain, light-colored top that covers shoulders (no logos) and dark bottoms (pants or skirt that's knee-length or longer); volunteer vest provided

General information: Thank you for volunteering with the General Conference 2020 Host Committee! As an ambassador for the Dakotas-Minnesota Area of The United Methodist Church, you are responsible for welcoming and assisting each General Conference visitor. We appreciate your time and talent so that we can provide unprecedented hospitality to all our guests. We represent a neutral presence in all situations when we are serving in a volunteer role; thus, no items promoting any position or advocating for specific legislation will be allowed during the time you are volunteering.