



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

Volunteer Position: Host Office Reception

Work location: Convention Center (Host Office)

Position availability: May 2-15

Division/department: Administration/IT

Job description: Provide hospitality at the door of the host office, greet people, provide light office support (mostly making copies), answer the central phone, direct calls, and refer to the reference materials provided for answers to questions.

Special qualifications: Basic computer and printer knowledge.

Additional duties and notes:

- Use a computer to access and print documents.
- Troubleshoot basic office machines.
- Screen people before granting access.
- Be flexible to do what is necessary as asked within the setting.

Physical requirements: Desk position.

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.