



**General Conference 2020**  
**Minneapolis, MN | May 5-15, 2020**  
**[www.gc2020welcome.org](http://www.gc2020welcome.org)**

## **Volunteer Position:** Information Kiosk Host

**Work location:** Convention Center (information stations and common areas)

**Position availability:** May 2-15

**Division/department:** Convention Center

**Job description:** Sit at an information kiosk and provide information about General Conference events and locations of common services.

### **Additional duties and notes:**

- Be friendly, welcoming, and approachable.
- Be a good listener.
- Have knowledge of the basic layout of the Convention Center.
- Have knowledge of the General Conference daily schedule and revisions as they are available.
- Be able to complete a simple information search on a smartphone or tablet.
- Direct guests to additional resources.
- Perform related duties as assigned by supervisor.
- Maintain compliance with all Commission on General Conference and Host Committee policies and procedures.
- Be prepared to move to another area if asked.
- Contact shift supervisor or call for additional assistance.

**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.