



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

## **Volunteer Position:** Observer Registration

**Work location:** Convention Center (observer registration area)

**Position availability:** May 2-15

**Division/department:** Convention Center

**Job description:** Ensure that all observers are added to the database of individuals attending General Conference 2020, receive appropriate name tags and gift bags, and have the opportunity to donate to help cover expenses of the conference.

**Special qualifications:** Computer skills and attention to detail.

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

- Greet guests with a smile and welcome.
- Determine whether each guest has pre-registered for the conference.
- Ask each guest to have their photo ID out and ready registration.
- Direct each guest to the appropriate registration line (pre-registrations or new registrations).
- Prepare the observer's name tag and provide a gift bag.
- Invite a donation.
- Contact the shift supervisor if you need assistance.
- 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.

**Physical requirements:** Combination of sitting and standing in a small working 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



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

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.