



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

## **Volunteer Position:** Registration Line Guide

**Work location:** Convention Center (outside of registration areas)

**Position availability:** May 2-15

**Division/department:** Convention Center

**Job description:** Direct guests to the appropriate registration area and line based on their credentials or pre-registration status. Help keep lines orderly and moving as quickly as possible.

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

- Greet each guest and verify their role (delegate, alternate, staff, observer).
- Verify that each guest is in the correct registration line.
- Ask each credentialed guest to have their credentials and photo ID out and ready for registration.
- Move the line ahead as soon as registration space becomes available.
- 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 for additional assistance.

**Physical requirements:** Able to stand for long periods of time.

**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.