



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

Volunteer Position: Supply Assistant

Work location: Convention Center

Position availability: May 2-15

Division/department: Convention Center

Job description: Work with supervisors of registration and prayer room areas to keep gift bags and other supplies available at all times. Use hand carts to move supplies from the storage areas to dispensing areas.

Additional duties and notes:

- Greet guests with a smile and welcome.
- Check supplies available at dispensing areas at the start of the shift.
- Restock supplies at the request of the supervisor in the dispensing areas.
- Keep supply area neat and orderly.
- Use hand equipment to move supplies safely and efficiently.
- Learn the best routes to move supplies.
- Perform related duties as assigned by shift supervisor.
- Maintain compliance with Commission on General Conference and Host Committee policies and procedures.
- Be prepared to move to another area if asked.
- Contact shift supervisor if you need assistance.

Physical requirements: Able to lift 30 pounds; stand and walk; and navigate the supply cart through congested spaces.

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.