



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

## **Volunteer Position:** Transportation Dispatcher

**Work location:** Airport and airport remote lot (in an RV)

**Position availability:** April 27-May 18

**Division/department:** City services

**Job description:** Control the movement of vans and buses. Shift leaders in Terminal 1 and Terminal 2 will call the dispatcher when they need a van to pick up passengers at the airport and take them to the hotels. The dispatcher will also coordinate with the volunteer transportation system to provide vans there.

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

- Communicate well with drivers and terminal shift leaders.
- Provide rider forms and clipboards to the drivers.
- Chart the locations of all the vans.
- Keep the RV stocked with snacks and water.
- Pass on the dispatcher phone to the person who relieves you.
- Perform related duties as assigned by supervisor.
- Note: Your place to park or report to work will depend upon the time of day of your work.

**Physical requirements:** Moderate mobility and clear speaking voice.

**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.