



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

## **Volunteer Position:** Volunteer Registration and Deployment

**Work location:** Convention Center (volunteer office)

**Position availability:** May 2-15

**Division/department:** Convention Center

**Job description:** Greet each volunteer with a smile and words of welcome. Under the direction of the volunteer coordinator, assist with scheduling, check-in and check-out, and deployment of volunteers to work stations. Issue and collect volunteer vests.

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

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

- Greet volunteers with a smile and welcome.
- Use computer scheduling program to check volunteers in and out.
- Verify that each volunteer has completed the appropriate training.
- Distribute/collect purple vest for each volunteer to wear during their assignment.
- Deploy volunteers to the supervisor of their respective work areas.
- Answer or redirect questions as appropriate.
- Contact shift supervisor you need assistance.
- Perform related duties as assigned by supervisor.
- Maintain compliance with Commission on General Conference and Host Committee policies and procedures.
- Be prepared to move to another area if asked.

**Physical requirements:** Sitting and standing.

**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.