

Denver Pop Culture Con

Kids' Lab – Lab Volunteer Captain



Position Title: Lab Volunteer Captain	Position Type: Unpaid volunteer
Department/Team: Kids' Lab	Reports to: Kids' Lab Volunteer Coordinator (Drew Reynolds)
Pre-Convention Time Commitment: 2-4 months (approximately April-July), average 5+ hours/week during active period	
Convention Time Commitment: Entirety of Denver Pop Culture Con, including load-in/load-out days; 10-12 hours/day	
<p>Essential Duties and Responsibilities: Help support the Lab Volunteer Coordinator with various tasks such as training and communicating with volunteers, assigning and managing volunteers, and supporting the programs/activities that take part in Kids' Lab.</p> <ul style="list-style-type: none"> • Help Coordinator(s) with various needs as they arise, including (but not limited to): communicate with, schedule and support volunteers leading up to and throughout DPCC weekend, manage breaks, assist in activity areas, etc. • Improve volunteer experience to reduce recidivism in the Lab • Work closely and communicates regularly and effectively with Lab leadership team members to recruit and support volunteers leading up to and throughout DPCC weekend • Treat volunteers in a respectful & professional manner • Attend regular, periodic key meetings with team in person as needed • Lead by example of diligent work, friendly manner and positive affect • Interact with attendees and volunteers in a fun, yet professional manner • Check PCC email at least once daily and use for all communications related to Lab • Know about Pop Culture Classroom's programs and other areas of the Lab to pass on the knowledge to our volunteers and attendees • Able to interact positively with an audience or large group to help with crowd control and facilitate interaction with stage presentations • Maintain compliance with all convention policies and procedures • Additional assigned duties as needed 	
<p>Skills and Experience Requirements:</p> <ul style="list-style-type: none"> • One year or convention cycle with DPCC preferred • Experience working with kids and in educational settings • Comfortable with public speaking and interacting with many different people, including volunteers, educators, kids and families • Comfortable organizing, supporting, leading and troubleshooting educational activities/presentations geared for kids • Excellent verbal and written communication skills, including ability to effectively and promptly communicate with department heads and General Volunteers, as well as with partners, partner representatives, and staff by phone or e-mail using supplied Pop Culture Classroom e-mail • Excellent computer proficiency (MS Office - Word, Excel, PowerPoint, and Outlook) • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership • Customer service skills • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices 	
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to be on your feet for long periods, bend down to talk with children, and walk up and down stairs • Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state, and local standards • Access to computer and internet throughout the year • Must be able to talk, listen and speak clearly on radio • Must be able to navigate through crowds and the Colorado Convention Center • Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds 	
Submissions Instructions: email resume and cover letter	Deadline Date: 3/1/2019
Submissions Contact: Dr. Katie Monnin (k.monnin@popcultureclassroom.org); Adam Kullberg (a.kullberg@popcultureclassroom.org); Matt Slayter (m.slayter@popcultureclassroom.org)	Start Date: 3/15/2019