

Denver Pop Culture Con

Position Description



Position Title: Floating Volunteer Captain	Position Type: Unpaid volunteer
Department/Team: Volunteer Services/Floating Volunteers	Reports to: Volunteer Services Floating Coordinator
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: Floating Volunteer Captain will be responsible for managing a team of Floating Volunteers and coordinating with each DPCC area Liaison in order to fill open positions during the convention.</p> <ul style="list-style-type: none"> • Monitor posted schedules to determine floating volunteer needs • Monitor email throughout the year and maintain communication with Volunteer Services Leadership Team • Attend all necessary meetings • Attend pre-con convention center walkthrough and lead walkthroughs for volunteers on set-up days • Coordinate with area Liaisons to determine volunteer needs • Deliver and collect Floating Volunteers to/from areas needing additional volunteers • Maintain notes on all Floating Volunteers detailing locations, time sent to department, and verification that volunteer arrived at assigned location • Delegate, as needed, to Crew • Treat volunteers in a respectful & professional manner • Lead by example of diligent work, friendly manner and positive affect • Interact with attendees and volunteers in a fun, yet professional manner • 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"> • 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 • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership • 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 walk during the majority of each day of the convention. • 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 • Ability to 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: 3/15/2019
Submissions Contact: Suzi Watts at s.watts@popcultureclassroom.org	Revision Date: 2/11/2019