

Denver Pop Culture Con

Position Description



Position Title: Floating Volunteer Crew	Position Type: Unpaid volunteer
Department/Team: Volunteer Services/Floating Volunteers	Reports to: Floating Volunteer Captain
Pre-Convention Time Commitment: 2 weeks prior to the convention; training and meetings	
Convention Time Commitment: Entirety of Denver Pop Culture Con; 8-10 hours/day	
<p>Essential Duties and Responsibilities: Floating Volunteer Crew will assist the Floating Volunteer team with meeting temporary volunteer needs throughout the convention</p> <ul style="list-style-type: none"> • Deliver and collect floating volunteers to/from areas needing additional volunteers • Maintain notes on Floating Volunteers detailing locations, time sent to department, and verification that volunteer arrived at assigned location • Requires flexibility. May be asked to work in other areas of Volunteer Services. • Treat volunteers in a respectful & professional manner • 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 communication skills, including ability to effectively communicate with department heads and General Volunteers • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience • 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 • 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: 3/15/2019
Submissions Contact: Suzi Watts at s.watts@popcultureclassroom.org	Revision Date: 2/11/2019