

# Denver Pop Culture Con

## Position Description



**Position Title:** Volunteer Liaison Crew

**Position Type:** Unpaid volunteer

**Department/Team:** Volunteer Services/Volunteer Liaison

**Reports to:** Volunteer Liaison Captain

**Pre-Convention Time Commitment:** 4-6 weeks prior to the convention; training and meetings

**Convention Time Commitment:** Entirety of Denver Pop Culture Con; 8-10 hours/day

**Essential Duties and Responsibilities:** Volunteer Liaison Crew will assist the Liaison Captains with the clocking volunteers in and out during the convention and ensure the volunteers get to their assigned work areas.

- Clock volunteers in and out, communicating with the Timekeeper Team, to achieve accurate reporting on General Volunteers
- Deliver volunteers to their assigned areas
- 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

### Skills and Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively and promptly 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
- 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

### Physical Requirements:

- 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:** 2/17/2019