

Denver Pop Culture Con

Position Description



Position Title: Timekeeping Captain	Position Type: Unpaid volunteer
Department/Team: Volunteer Services/Timekeeping	Reports to: Volunteer Liaison/Timekeeping Coordinator
Pre-Convention Time Commitment: 2-4 months (approximately April-June), 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: Timekeeping Captains will review and make live updates to Volunteer timecards in Shiftboard. They will also coordinate with the Liaisons to resolve variances,</p> <ul style="list-style-type: none"> • Become familiar with Shiftboard including a higher level of access. • Pull data from Shiftboard to respond to various inquires. • Monitor volunteer timecards against shift assignments and make updates in Shiftboard as necessary • 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"> • Must be detail oriented. • Advanced understanding of Excel, including pivot tables, vlookups, data validation, and more. • 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 • 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 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: 3/15/2020
Submissions Contact: Suzi Watts at s.watts@popcultureclassroom.org	Revision Date: 2/11/2020