

# Denver Pop Culture Con

## Position Description



<b>Position Title:</b> Volunteer Services Crew	<b>Position Type:</b> Unpaid volunteer
<b>Department/Team:</b> Volunteer Services/Various	<b>Reports to:</b> Volunteer Services Captain
<b>Pre-Convention Time Commitment:</b> 2 weeks prior to the convention; training and meetings	
<b>Convention Time Commitment:</b> Entirety of Denver Pop Culture Con; 8-10 hours/day	
<p><b>Essential Duties and Responsibilities:</b> Volunteer Services Crew will assist with various areas within Volunteer Services. The main areas are with the Floating Volunteer team with meeting temporary volunteer needs throughout the convention, with the Liaison team clocking volunteers in and out of their shifts, and with the Volunteer Services Desk team performing tasks within the Volunteer Check-In room.</p> <ul style="list-style-type: none"> <li>• Deliver and collect Floating Volunteers to/from areas needing additional volunteers.</li> <li>• Maintain notes on Floating Volunteers detailing locations, time sent to department, and verification that volunteer arrived at assigned location.</li> <li>• Clock volunteers in and out, communicating with the Timekeeper Team, to achieve accurate reporting on General Volunteers</li> <li>• Deliver volunteers to their assigned areas.</li> <li>• Check in volunteers, provide volunteers with appropriate items per check-in forms.</li> <li>• Requires flexibility. May be asked to move between Volunteer Services teams during a shift.</li> <li>• Treat volunteers in a respectful &amp; professional manner</li> <li>• Interact with attendees and volunteers in a fun, yet professional manner</li> <li>• Maintain compliance with all convention policies and procedures</li> <li>• Additional assigned duties as needed</li> </ul>	
<p><b>Skills and Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• Excellent communication skills, including ability to effectively communicate with department heads and General Volunteers</li> <li>• Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience</li> <li>• Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices</li> </ul>	
<p><b>Physical Requirements:</b></p> <ul style="list-style-type: none"> <li>• Some areas require the ability to walk during the majority of each day of the convention</li> <li>• Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state, and local standards</li> <li>• Must be able to navigate through crowds and the Colorado Convention Center</li> <li>• Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds</li> </ul>	
<b>Submissions Instructions:</b> email resume and cover letter	<b>Deadline Date:</b> 3/31/2020
<b>Submissions Contact:</b> Suzi Watts at s.watts@popcultureclassroom.org	<b>Revision Date:</b> 2/11/2020