



## VOLUNTEER CHECK-IN

*Are you a great greeter and a champion for the volunteers? If so, join the team at Volunteer Check-In and make sure our festival volunteers get hooked up with everything they need to succeed.*

The Volunteer Check-In, located on Volunteer Island, is the pre-shift check-in area for all volunteers. Volunteers must check in before the start of each shift in order to receive their food voucher and daily accreditation that grants them access to the festival. T-shirts are issued to volunteers on their first shift and must be brought to each subsequent shift.

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| <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• greet volunteers</li> <li>• use Cvent to check in volunteers for their shifts</li> <li>• distribute t-shirts to volunteers on their first shift</li> <li>• issue food vouchers &amp; daily festival accreditation</li> </ul>         | <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• must be 18 years of age or over</li> <li>• Accessibility Standards Customer Service Training</li> <li>• this position requires individuals to be energetic &amp; enthusiastic</li> <li>• must work efficiently with little or no direct supervision</li> <li>• must list computer knowledge and/or experience in application</li> <li>• must attend Cvent training</li> <li>• willing to sit for extended periods</li> <li>• willing to stand for long periods of time</li> <li>• some lifting may be required</li> </ul> |
| <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• comfortable &amp; proficient with computers</li> <li>• exceptional attention to detail</li> <li>• effective communication skills</li> <li>• excellent interpersonal skills</li> <li>• adept at learning new tasks quickly</li> </ul> | <p><b>Assets:</b></p> <ul style="list-style-type: none"> <li>• bilingualism</li> </ul>   |

### NOTE:

- only those who clearly list computer knowledge & experience in application will be considered for this volunteer position
- Cvent training is scheduled outside of regular orientation sessions

 This is a privately recruited team.

 Room to grow - Supervisor positions are available on this team.