

Field Assistant

Position Summary

Field Assistants are the core team responsible for ensuring quality and safety of ground operations. This is a physically active position that requires facilitating communication between attendees and secretariat members to conference services office staff and/or venue personnel.

Benefits of the Position

- Opportunity to contribute to the success of the MMUN Conference.
- Opportunity to work in an exciting, fun, highly-charged and socially diverse environment.
- Hotel accommodations in shared room with same-gender teammate at host hotel for duration of the event.
- Daily food stipend of \$65USD.

Activities and Responsibilities

Common to all volunteer positions:

- Attend online and/or on-site orientation sessions.
- Participate in pre-conference meeting with venue personnel.
- Sort, label and store conference supplies.
- Assemble information and/or registration packets.
- Assist with setup of registration stations.
- Help with breakdown of registration stations.
- Monitor audience and facilitate traffic of attendees at social evening event facilities.
- Facilitate transportation of conference attendees from and to event locations by assisting with bus loading and unloading procedures. ***[Only applicable to NYC and Rome Conferences]***

Specific to your position:

- Assist with ground operations to ensure room setup and audiovisual requirements are according to plan – planning chart will be provided.
- Report needs of attendees and Secretariat members to Conference Services Officer(s) and/or Venue Manager.
- Deliver printed materials and/or supplies to committee rooms as needed.
- Direct attendees to event activities as needed.
- Provide directions to venue facilities as needed.
- Monitor audience to ensure only participants with proper ID credentials have access to conference facilities.
- Direct attendees to Conference Services Office and report immediately to Event Supervisor whenever a medical emergency or conference-related issue arises.



Experience and Skills Needed

- Customer service, friendly and behave in a professional manner at all times.
- Good interpersonal/communication skills.
- Ability to move about the conference facilities.
- Ability to stand for long periods of time.
- Ability to take charge; be assertive, but tactful.

Time Commitment

- Attend online webinar(s) and on-site training.
- 8-hour commitment daily starting from date of on-site training until last day of the event.

Training

Online and/or on-site training will be provided by MMUN prior to the Conference. MMUN will contact selected volunteers with further information regarding dates and times of your online and/or on-site training sessions.

Note 1: All volunteer positions require applicants to participate in on-site training **1 (one) or 2 (two) days prior to the event.**

Note 2: During event days, volunteers are asked to arrive at the conference venue 1/2 hour prior to start of their shift in order to allow time to sign in at Conference Services Office.

Note 3: Event schedules vary. Please check the MMUN website and your emails regularly for schedule updates. Email us at recruitment@montessori-mun.org if you have additional questions.