



### **Registration Assistant**

#### **Position Summary**

Assist with conference registration operations. Facilitate execution of tasks to ensure efficient implementation of registration procedures and a smooth flow of operations.

#### **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 session.
- 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
- Assemble information and/or registration packets.
- 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:*

- Set up Conference Services Office.
- Assist with Conference Services Office operations.
- Greet conference attendees upon arrival.
- Perform registration check-in procedure – specific guidelines will be given at orientation session.
- Answer questions related to Conference Program, and provide directions to venue facilities.
- Support ground operations by providing assistance or supplies to field assistants, information desk team and first aid personnel.
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- Communicate program updates or official announcements to conference attendees and staff.
- Manage lost and found items.
- Complete medical and non-medical incident forms as needed and accompany injured or ill attendees to First Aid Station.
- Report immediately to Event Supervisor whenever a medical emergency or registration-related issue arises.

### **Experience and Skills Needed:**

- Ability to collaborate with others, work as a member of a team.
- Customer service, friendly and behave in a professional manner at all times.
- Intermediate computer skills.
- Detail oriented.
- Good interpersonal/communication skills.
- Ability to move about the conference facilities.
- Ability to stand for long periods of time.

### **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](mailto:recruitment@montessori-mun.org) if you have additional questions.