



Shop Assistant

Position Summary

Assist with shop orders, packaging of purchases and process returns.

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
- Lodging for 6 nights at host hotel
- Daily meal allowance

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 and breakdown shop.
- Recommend, select, and help locate or obtain merchandise based on customer needs.
- Describe items/products and explain use and care of merchandise to customers.
- Bag or package purchases.
- Take and process orders in a timely manner.
- Feed inventory control system - direct instructions will be provided at orientation session.
- Keep shop organized.
- Report immediately to Event Supervisor whenever a medical emergency or payment-related issue arises.



Experience and Skills Needed:

- Customer service, friendly and behave in a professional manner at all times
- Basic computer skills
- Detail oriented
- Must be able to work in a fast paced environment
- Strong interpersonal and communication skills (verbal and written)

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.