MMUN VOLUNTEER & INTERNSHIP PROGRAM

2018 - 2019

WHY JOIN MMUN ANGELS?

You can practice speaking with languages with foreign Delegates

You can show that your country is beautiful and that its people are worth discovering

You will be recognized for something beautiful

You can do your part to change the world and make a difference

You will build your resume for college or professional work

You can enjoy a different daily routine from the norm

After the conference, you can reach out to our leadership team for references

You can participate in the success of an MMUN Conference hosting hundreds or thousands

You can grow professionally and be ready for new job opportunities

You can challenge yourself and than feel proud of your successes

ONE FOR ALL, ALL FOR ONE!

In a world made up of different colors, we help you discover your own!

When you agree to work with us, you will indicate the positions you are interested in helping with based on the information provided in this document. Firstly, though know that **ALL MMUN Volunteers & Interns have some responsibilities in common** and work together as one, big team.

COMMON ACTIVITIES AND RESPONSIBILITIES

Applicable to All Volunteers & Interns

- Attend online and on-site orientation sessions
- Unpack, sort, label, and distribute conference supplies
- Assemble conference information and registration packets
- Assist with setup and breakdown of all conference areas (registration, information, shop, signage, AV, etc.)
- Answer questions related to the Conference Program and Schedules, and provide directions to venue facilities
- Monitor participant movements and facilitate traffic of attendees during day and evening events throughout conference venues
- Facilitate transfer of conference attendees/guests to and from event locations
- Assist attendees who are lost, ill, or without supervision
- Report any medical emergency immediately to the Conference Director
- Be on call and widely available during shift hours

Experience and Skills Needed

- Ability to collaborate with others, with a member of a team
- Oriented toward customer-service; friendly demeanor, professional decorum at all times
- Strong interpersonal and communication skills
- Flexibility
- Ability to stand for long periods of time and move about the venue throughout the day
- Good command with basic Word and Spreadsheet skills

Training & Time Commitment

- Attend an online webinar (usually one week prior to event on Sunday afternoon) and an on-site training teambuilding session (usually one to two days prior to the conference, which may be between Sunday 3 & 14 hours daily, or between Monday 3 & 8 hours per day, the current and last day of the event, length of day depends on commuting needs
- During event days, volunteers/interns are asked to be punctual and to arrive at the conference venue at least 30 minutes prior to allow for readiness time and review of your schedule for the day
- Availability to cover evening shifts including the conference welcome reception and dinner for participants and close-up of conference services
- Ability to adjust your commitment according to changes that may occur in event schedules

In addition to their common responsibilities, volunteers and interns will be able to specialize in one or more of the following areas as the conference begins:

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

ACTIVITIES AND RESPONSIBILITIES

- Set up Conference Services Office (CSO) and assist with CSO operations
- Greet conference attendees upon arrival
- Perform registration check-in procedures
- Provide information and direct participants to assistance or supplies in field sessions, information desk, exam and first aid personnel
- Communicate program updates or official announcements to conference attendees and staff
- Manage lost and found items
- Report immediately to Event Supervisor whenever a registration-related issue arises

FIELD ASSISTANT

POSITION SUMMARY

- Field Assistants are the core team responsible for ensuring quality and safety of ground operations
- Field Assistants are responsible for assisting and facilitating communications between attendees and bureau members to Conference Services Office (CSO) staff and Conference personnel

ACTIVITIES AND RESPONSIBILITIES

- Assist with ground operations to ensure room setup and breakdown are completed according to the conference plan and program book
- Report needs of attendees and bureau members to CSO and or Conference Director
- Deliver printed materials and/or supplies to committee rooms as needed
- Direct attendees to CSO and report issues immediately to Conference Director
- Monitor audiences to ensure only participants with valid ID badges have access to conference events and facilities
- Substitute for the Information Desk Attendant when necessary

INFORMATION DESK ASSISTANT

POSITION SUMMARY

- Welcome attendees as they enter the conference venue, answer program-related questions and give directional guidance throughout the event

ACTIVITIES AND RESPONSIBILITIES

- Greet conference attendees upon arrival
- Distribute conference packets and/or handouts to conference attendees
- Assist conference attendees with hotel check-in procedure as needed
- Answer questions related to conference schedule, and provide directions to venue facilities
- Direct attendees to Conference Services Office (CSO) and report issues immediately to Conference Director
- Fill-in for staff in the Conference Services Office as requested

SHOP ASSISTANT

POSITION SUMMARY

- Set up displays and the shop area, take shop orders and process sales, package purchases, assist with maintaining shop inventory

ACTIVITIES AND RESPONSIBILITIES

- Set up and breakdown shop
- Recommend, select, and help locate or obtain merchandise to meet 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
- Maintaining the inventory control system according to your directions from training
- Keep shop organized
- Report payment-related issues to the Conference Director

AUDIOVISUAL TECHNICIAN ASSISTANT

POSITION SUMMARY

- Responsible for setup, maintenance, and breakdown of the audio and visual aspects of the conference
- AV Tech Assistants work directly with the senior audiovisual technicians, operators, and assemble speakers, microphones, projectors, etc.

ACTIVITIES AND RESPONSIBILITIES

- Assist in setting up speakers, microphones, projectors, laptops and organizing all equipment before and after each session
- Be prepared to do a great amount of walking as there are constant needs in the meeting rooms
- Organize and inventory all equipment before event starts
- Break down and repack all gear in storage containers
- Be prepared for some late nights and early mornings
- Help to organize and carry equipment to meeting rooms

SIGNAGE & SOCIAL MEDIA ASSISTANT

POSITION SUMMARY

- Assist with print and online marketing media and venue signage

ACTIVITIES AND RESPONSIBILITIES

- Assist with placing directional signage specifically throughout the venue
- Check all signage for clarity, visibility and any damage that may be throughout the conference
- Volunteers are needed for special events and/or clarification (with approval)
- Create temporary signs as instructed
- Assemble and place Step & Repeat photo backdrop walls as requested
- Monitor use of photo backdrop walls and props by participants
- Take photos for signage not in use most at all times
- Assist with planning and acquiring footage for live social media posts and gathering participants

NOW PICK YOUR FAVORITE ROLE OR APPLY FOR THEM ALL!

Giving mankind by spreading a culture of peace

Earn Community Service hours

Hotel stay for "core" volunteers

Attendance at the UN General-Assembly Closing Ceremony

Behind the scenes engagement with the largest Upper Elementary and Middle School MMUN conferences in the world held on 4 continents

Possibility of becoming a member of the MMUN Core Volunteer Team with expenses paid to international conferences

Mentoring by professional staff

IF YOU ARE 17+ YEARS OLD CLICK HERE TO LEARN MORE ABOUT MMUN

CLICK HERE TO FILL OUT AN MMUN VOLUNTEER INTERN APPLICATION FORM ONLINE

IF YOU HAVE ANY QUESTIONS CONTACT US AT RECRUITMENT@MONTESSORI-MUN.ORG

It's more than helping, it's fun!

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