

## **Information Desk Team**

### **Position Summary**

Provide program-related information to conference attendees as well as updates and directional guidance throughout event facilities.

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

- Greet conference attendees upon arrival.
- Distribute information 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 and report immediately to Event Supervisor whenever a medical emergency or registration-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 collaborate with others, work as a member of a team.
- Strong interpersonal and communication skills.
- Detail oriented.

### **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.