



Inspiring youth
to
create a better world



2017 / 2018

MMUN
Volunteer Program

Why VOLUNTEERING at MMUN?

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

You can grow professionally and be ready for new job opportunities

You can speak English and improve, if you are not a native speaker, but can also speak other foreign languages with foreign delegates

You can meet people from different backgrounds and cultures!

You can learn a lot about cooperation while having fun!

You can do your part in changing the world and make a difference

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

You can gain leadership skills while working to foster peace

You can challenge yourself and then feel proud of your successes

You can earn academic credit while building your resume

You can escape your daily routine

You can be part of an awesome team!

You can and get recognized for something beautiful



One for all, all for one!

In a world filled with different colors, we aim to help you find your own. However, regardless of which position(s) you apply for, MMUN volunteers all have something in common and work together in a big team.

ACTIVITIES AND RESPONSIBILITIES

Common to all

- Attend online and/or on-site orientation session(s)
- Participate in pre-conference meeting(s) with venue personnel
- Sort, label and store conference supplies
- Assemble information and/or registration packets
- Assist with setup of all stations (registration, information, shop, etc.)
- Help with breakdown of stations
- Answer questions related to Conference Program, and provide directions to venue facilities
- Monitor audience and facilitate traffic of attendees at social evening event facilities
- Facilitate transportation/transfer of conference attendees/guests from/to event locations, including but not limited to assistance with bus loading and unloading procedures and taxi calls (where applicable)
- 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 arises
- Answer questions related to conference schedule
- Use two-way radios to communicate throughout the conference (for leading lines)
- Be on call during shift hours

Experience and Skills Needed

- Ability to collaborate with others, work as a member of a team
- Customer-service oriented, being friendly and behaving in a professional manner at all times
- Intermediate computer skills
- Detail oriented
- Very 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/or on-site training and team building prior to the event (from 4 to 6 days in the year, according to chosen location - a calendar will be sent, weekends might be included)
- 8-hour daily commitment starting from 2 to 3 days prior to the event until last day of the event
- During event days, volunteers are asked to arrive at the conference venue at least 1 hour prior to start of their shift in order to allow time to sign in at Conference Services Office (CSO)
- Availability to cover for evening/night shifts, including but not limited to social events
- Availability to change commitment according to possible changes in event schedules



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 online and/or on-site training sessions



STILL HAVE QUESTIONS?

PLEASE, WRITE TO

recruitment@montessori-mun.org



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

Specific to your position

- Set up Conference Services Office (CSO) and assist with CSO operations
- Greet conference attendees upon arrival
- Perform registration check-in procedure
- Support ground operations by providing assistance or supplies to field assistants, information desk team 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



This is a physically active position that requires facilitating communication between attendees and secretariat members to Conference Services Office (CSO) staff and/or venue personnel

ACTIVITIES AND RESPONSIBILITIES

Specific to your position

- Assist with ground operations to ensure room setup and audiovisual requirements are according to plan (planning chart will be provided) and welcome guests at airports (depending on chosen location)
- Report needs of attendees and Secretariat members to CSO and/or Venue Manager
- Deliver printed materials and/or supplies to committee rooms as needed
- Direct attendees to event activities and 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 CSO and report immediately to Event Supervisor whenever a conference-related issue arises



INFORMATION DESK ASSISTANT

POSITION SUMMARY



Welcoming attendees upon entrance at conference venue and give directional guidance throughout event facilities



Acting as the point of reference for guests who need general assistance or information and provide program-related information to conference attendees as well as updates

ACTIVITIES AND RESPONSIBILITIES

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 (CSO) and report immediately to Event Supervisor whenever a registration-related issue arises

SHOP ASSISTANT

POSITION SUMMARY



Assist with shop orders, packaging of purchases and process returns

ACTIVITIES AND RESPONSIBILITIES

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 payment-related issue arises



AUDIOVISUAL TECHNICIAN ASSISTANT

POSITION SUMMARY



Audiovisual (AV) Technician (Tech) Assistant is responsible for setup, maintenance, and breakdown of the audio and visual aspects of the conference



AV Tech Assistants will work directly with the senior technicians, helping to position and assemble speakers, microphones, projectors, etc.

ACTIVITIES AND RESPONSIBILITIES

Specific to your position

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

**NOW PICK YOUR FAVORITE POSITION
OR APPLY FOR THEM ALL!**