Montessori Model United Nations
Inspiring youth to create a better world

MMUN VOLUNTEER & INTERNSHIP PROGRAM

2019 - 2020

WHY JOIN MMUN ANGELS?

- You can practice speaking other languages with foreign Delegates
- You can show that your country is beautiful and that its people are worth discovering
- You will become recognized for something beautiful
- You can do your part to change the world and make a difference
- You can enjoy a different daily routine from the norm
- You will build your resume for college or professional work
- 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 then 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 apply 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 re-pack 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 visibly available during shift hours

Experience and Skills Needed

- Ability to collaborate with others, work as 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
- Detail oriented 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 event which may be include Sunday)
- 8 to 14 hour daily commitment starting from 2 to 3 days prior to the event until 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 opening ceremony, social events 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
- 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 bureau members to Conference Services Office (CSO) staff and/or venue personnel

ACTIVITIES AND RESPONSIBILITIES

- Assist with ground operations to ensure room setup and audiovisual requirements are 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 audience to ensure only participants with proper ID credentials 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 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 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 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
- Maintaining the inventory control system according to your directions from traininig
- 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 technicians helping to position and assemble speakers, microphones, projectors, etc.

ACTIVITIES AND RESPONSIBILITIES

- Assist in setting up speakers, microphones, projectors, taping and organizing all equipment before and after conference
- 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 accurately throughout the venue
- Check all signage areas for clarity, visibility and any adjustments needed throughout the conference
- Change signs as 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
- Keep areas for signage not in use neat 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!

Saving 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!

ABOUT MMUN

Montessori Model United Nations combines the scholarship and global citizenry of Model UN with the pedagogical insights of Maria Montessori. It is a unique opportunity for children ages 9 through age 15, to become delegates, ambassadors of UN member states who are working together to solve the world's most pressing crises. Delegates research and prepare for the conference by studying the UN, the country they are representing, and the topics covered in their chosen committee. At the conference, delegates negotiate from their country's position on the topic during committee session. The committees and their relevant topics are taken directly from the UN agenda. MMUN follows the six committees of the General Assembly and the Security Council. In the Security Council, delegates might discuss Somalia or the annexation of Crimea. Delegates prepare for these negotiations through researching the position of their represented country on these topics. They learn what the country has or has not done in relation to the issue and present a solution to the issue being discussed. While at the conference, the student stays in the role of delegate, representing the point of view of their country, not their own, to negotiate with other countries to write a draft resolution and hopefully reach consensus to adopt the draft resolution. MMUN provides more than a UN simulation and powerful scholastic experience. It opens the eyes of the participants to the global issues we all face as collective humans. Then through their work as ambassadors, it gives them a voice in creating change. Not only are they given a platform but they are creating solutions to these challenging contemporary issues. Our goal is to inspire youth to create a better world and the first step is awareness and empowerment.

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MMUN is an NGO in Special Consultative Status with the Economic and Social Council

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