

## **Position Title: Winter Conference Registration Attendant**

**Supervisor:** Committee Chair

**Location:** North Central Woodland Owners Conference

**Purpose:** Greet members and make them feel welcomed, start everyone's winter conference experience on a positive note

### **Duties & Responsibilities:**

- Greet and register members as they enter the event
- Answer questions as needed
- Promote exhibition hall

### **Qualifications & Skills:**

- Positive and friendly attitude
- Understanding of schedule of events and layout of event
- Well organized

**Length of commitment:** One-time event

**Days/times volunteer is required:** Attend fall planning meeting. Day of (2<sup>nd</sup> Saturday in February), required to arrive prior to the event to assist with set-up and remain, to assist with takedown

**Benefits to the volunteer:** Meet other members, set a positive tone for the rest of the event

**Training provided or other details:** Training and instruction provided on-site