

Position Title: Annual Meeting Registration Attendant

Supervisor: WVOA Office Assistant

Location: AM at Hotel Marshfield, 2700 S Central Ave, Marshfield, WI 54449

Purpose: Greet members and make them feel welcomed, start everyone's AM on a positive note!

Duties & Responsibilities:

- Greet and register member 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: Friday September 20 and/or Saturday September 21, 2019

Days/times volunteer is required: Required to arrive prior to the event to assist with set-up as well as be available for assigned shift(s), usually two hours.

Benefits of volunteering: Volunteers will meet other members and set a positive tone for the rest of the event.

Training provided or other details: None, support provided on-site.

WVOA Office Assistant – Roxanne Erickson roericks@uwsp.edu