

**Position Title:** Winter Conference Stand by Assistant

**Supervisor:** Committee Chair

**Location:** North Central Woodland Owners Conference

**Purpose:** Assist with day of event as needed (setting up, taking down, bringing in supplies, etc.) and help direct attendees at start, breaks, lunch, and end of day.

**Duties & Responsibilities:**

- Carry out tasks assigned by winter conference committee
- Run errands and obtain supplies
- Direct attendees to sessions

**Qualifications & Skills:**

- Have own vehicle
- Reliable
- Personable, friendly attitude
- Able to effectively direct attendees in a timely matter

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

**Days/times volunteer is required:** Attend fall planning meeting. Be present the entire day of the event (2nd Saturday in February)

**Benefits to the volunteer:** Have a voice in the planning. Meet attendees and help ensure they have a well-structured and enjoyable day.

**Training provided or other details:** Day of training