

Volunteer Concierge Team

*Two shifts over 2 days.
Team of 2.*

Questions? Email us at:

mindtreasure2020@gmail.com

Your Brief

You're administration royalty! Cool under pressure and with the warmest of welcomes, you enjoy dotting every 'i' and crossing every 't'. As (one of 2) Volunteer Concierge Team members responsible for registering some 60+ wonderful volunteers on arrival at site, you'll be directing each to their relevant supervisor. Thanks to you, each zone is swiftly and appropriately crewed, and the event kicks off without a hitch.

Arriving onsite

Please arrive onsite at your allocated time and report to the Event Organiser and await further instruction.

Timings

- A. Wed 29th Jan at 8:30am - 11:00am**
- B. Thurs 30th Jan at 8:30am - 11:00am**



Mostly sitting



High level of administration



Outdoors & Indoors

The Volunteer Concierge Team contributes by...

- Support the success of MindTreasure 2020' through the efficient and effective registration of some 60+ volunteers responsible for servicing some 300 young attendees across 2 days.
- Provide highly developed admin/organisation skills to ensure a smooth volunteer registration process.
- Ensure the Volunteer Concierge area is set up in an appropriate and timely manner.
- Smile and enjoy yourself! Welcome volunteers as they arrive at the venue, register them by name and sign them in (you'll need to check each volunteer's name against the alphabetically arranged list).
- Issue registered volunteers with a lanyard and direct them to their designated area to meet with their Supervisor (who will be wearing a purple t-shirt).
- Resolving registration issues as they arise or referring issues to the Volunteer Concierge Supervisor to ensure the registration flow is not affected
- Upon completion of the registration process in its entirety, help us better understand our young attendees by inviting them to undertake a brief questionnaire with you.
- Refer any medical situations to the St. John's Ambulance First Aid station and any unsafe situations to Security.

Have fun connecting with the wonderful volunteers and speakers!