This Way to Sustainability Conference  
Volunteer Position Description

POSITION: Housing Guru

Timeframe: January through dates of the conference

DESCRIPTION:
Coordinate with conference participants to assist them in finding local lodging, and in some cases homestay options. Work to identify people and/or students within the community who are willing to allow people to stay in their homes and ensure that the attendees safely find their accommodations.

TASKS:
- Work with local hotels/motels on reduced rate lodging options.
- Recruit Hosts
  - Create and post announcements and flyers around campus/community
  - Work closely with the Volunteer Guru to recruit
- Notify out of town attendees
  - Work with Registration Guru to make sure all attendees are informed of the opportunity
  - Be available/prepared for questions
- Make sure hosts and attendees alike are aware of their rights/responsibilities
  - Ensure Student Housing Participant Waiver is completed
- Ensure attendees successfully check-in to housing
- Create an excel spreadsheet to log type of housing
  - How many individuals can stay at each place?
  - Are there pets that attendees may be allergic to?
  - Males/Females?