This Way to Sustainability Conference
Volunteer Position Description

POSITION: Volunteer Lead
(2 Volunteer Leads)

Timeline: February through dates of the conference

DESCRIPTION:
Please note that this position is extremely important, due to the fact that the conference would not happen without volunteers.

Works to fill all necessary volunteer positions needed for implementation of the conference as well as leadership planning and management before the conference. Students will have varying time availabilities and we are more than happy to accommodate them.

TASKS:
- Recruit volunteers and maintain master list with assigned responsibilities, contact information, and availability
  - Recruit via AS Sustainability, Green Campus, club meetings, tabling and class talks
- Organize trainings for all volunteers as needed depending on job descriptions
- Act as the main point of contact for all volunteer needs
- Coordinate volunteer t-shirt distribution. Volunteers must volunteer for at least 10 hours leading up to and during the conference to earn a t-shirt.
- Make sure to keep a copy of the volunteer list, job descriptions, and locations available at the registration desk.