

Denver Comic Con

Job Description



Job title: Floating Volunteer Captain	Position Type: Unpaid volunteer
Department/Team: Volunteer Services/Floating Volunteers	Reports to: Volunteer Services Floating Coordinator
Pre-Convention Time Commitment: 2-4 months, average 5+ hours/week during active period	
Convention Time Commitment: Work entirety of Denver Comic Con, including load-in/load-out days; 10-14 hours/day	
<p>Essential Duties and Responsibilities:</p> <p>Floating Volunteer Captain will be responsible for managing a team of Floating Volunteers and coordinating with each DCC department Liaison in order to fill open positions during the convention.</p> <ul style="list-style-type: none"> • Monitor posted schedules to determine floating volunteer needs • Monitor PCC email throughout the year and maintain communication with Volunteer Services Leadership Team • Attend all necessary meetings • Attend Volunteer Orientation(s) • Attend training sessions for Volunteer Services and other assigned team(s) • Coordinate with Department Liaisons to determine volunteer needs • Maintain notes on all Floating Volunteers detailing locations, time sent to department, and verification that volunteer arrived at assigned location • Provide end of shift reports to the Floating Coordinator and/or Volunteer Services Desk Manager • Maintain compliance with all convention policies and procedures • Additional assigned duties as needed 	
<p>Skills and Experience Requirements:</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills, including ability to effectively and promptly communicate with department heads and General Volunteers, as well as with partners, partner representatives, and staff by phone or e-mail using supplied Pop Culture Classroom e-mail • Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service and leadership • Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices 	
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards. • Access to computer and internet throughout the year • Must be able to talk, listen and speak clearly on radio • Must be able to navigate through crowds and the Denver Convention Center • Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds 	
Submissions Instructions: email resume and cover letter	Deadline Date: 3/20/17
Submissions Contact: Molly Axtell at m.axtell@popcultureclassroom.org	Revision Date: 2/26/17