

Denver Comic Con

Job Description



Job title: Floating Volunteer Crew	Position Type: Unpaid volunteer
Department/Team: Volunteer Services/Floating Volunteers	Reports to: Volunteer Services Floating Coordinator
Pre-Convention Time Commitment: 2 weeks prior to the convention	
Convention Time Commitment: All 3 days of Denver Comic Con; 8-12 hours/day	
Essential Duties and Responsibilities: Floating Volunteer Crew will assist the Floating Volunteer team with meeting temporary volunteer needs. <ul style="list-style-type: none">• 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	
Skills and Experience Requirements: <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• 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	
Physical Requirements: <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.• Must be able to navigate through crowds and the Denver Convention Center	
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