

Denver Comic Con

Job Description



Job title: Volunteer Liaison Captain	Position Type: Unpaid volunteer
Department/Team: Volunteer Services	Reports to: Volunteer Services 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>Volunteer Liaison Captains will assist with the General Volunteers in their assigned areas both before and during the convention. They should also ensure the General Volunteers needs are met.</p> <ul style="list-style-type: none"> • Monitor PCC email throughout the year and maintain communication with Volunteer Services Leadership Team • Attend all necessary meetings • Attend training sessions for Volunteer Services and other assigned team(s) • Monitor RSVPs for respective teams and send out training reminders via Shiftboard • Monitor posted schedules for respective team(s), and communicate via Shiftboard email any needs/changes with the General Volunteers • Clock volunteers in and out, make notes of any exceptions to provide the Time Keeper with accurate reporting on General Volunteers • Coordinate with area heads to determine the best deployment of General Volunteers for the assigned area • Communicate with the Floating Leadership Team to request General Volunteers as needed for area • 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: 10/26/17