

Denver Comic Con

Job Description



Job title: Volunteer Liaison Support Crew	Position Type: Unpaid volunteer
Department/Team: Volunteer Services and Training	Reports to: Volunteer Services 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	
<p>Essential Duties and Responsibilities:</p> <p>Volunteer Liaison Support Crew will assist the Liaison Captains with the clocking volunteers in and out during the convention. They are not assigned to any one area and will need to be flexible with their daily schedule in order to cover different areas during the high traffic times.</p> <ul style="list-style-type: none"> • Attend training session for Volunteer Services • 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 • 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. • 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