

VOLUNTEER STAFFING JOB DESCRIPTIONS

Ever thought about volunteering? Here is a sampling of some of the positions needed at a Regional Convention!

GROUP # 1. GENERAL ASSISTANCE

- **Registration Desk**
 - General Information
 - Distributes badges and information packets or forms.
 - Lost & Found
 - Sells tickets
- **Regional Sales** – Assists by selling items, making change, and arranging items on the table.
- **Raffle Tables** – Assists the international competing quartets and/or choruses at their raffle table(s) by selling tickets and/or accepting donations.
- **Photography Assistant** – Assists photographer with contestant placement, and errands for both quartets and choruses. Collects photo orders and checks them for accuracy and payment.
- **Silent Auction** – Assists at the display tables by giving instructions on how the auction works or describing items.

GROUP # 2. TRAFFIC PATTERN

- **Check-in:**
 - Check in all contestants
 - Remind of all paperwork needed
 - Hand over to warm-up assistant
- **Warm-up Room Assistant:**
 - a. Directs to assigned warm-up room
 - b. Gives 2 minute warning
 - c. Refreshes rooms between competitors
- **Photo Escort** – Escorts contestants from the warm-up room to the photographer's station.
- **Personal Belonging Assistant** – Collects belongings from performing members and gives their bags back to them after the performance.
- **Special Needs Assistant** – Helps attendees in wheel chairs or on crutches to negotiate stage ramps or find seating.

VOLUNTEER STAFFING JOB DESCRIPTIONS

Ever thought about volunteering? Here is a sampling of some of the positions needed at a Regional Convention!

GROUP # 3. CONTEST OPERATIONS

- **Doors** – Opens and closes theater doors according to emcee’s directions. No one is allowed to leave or enter during a contestant’s performance. Doors are staffed both on the inside and the outside. Checks audience for badges or checks for and tears tickets as guests enter.
- **Headphones** – Helps to visually monitor the total timing of the contest between judges, pattern and video group by listening to all groups and alerting CRC and CC with contest issues when needed.
- **Videography Assistant** – Assists videographer during contests and awards ceremonies.
- **Panel Guard** – At contest’s end, keeps the audience at a safe distance while copies are being made at the panel table.

GROUP # 4. OFFICIAL PANEL LIAISON ASSISTANTS *(Appointed by OPL)*

- **Transporters** – Transport judges to/from airport
- **Hostess** – Helps with making judges feel special.
- **Escorts** – Escort judges to/from restroom and/or break areas.

GROUP # 5. EXTRA

- **Riser Crew** – Sets up, tears down and moves riser sections as part of a crew. Husbands, sons and male friends are great for this job.
- **Volunteer-On-Call** – Prepared to help in any area if a volunteer is unable to do their task. This position has an assigned seat in the auditorium.