

# Let's Sing Again!

## Volunteer Staffing Job Descriptions

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

### GROUP # 1. GENERAL ASSISTANCE

- **Registration Desk**
  - General Information; Distributes badges and information packets or forms.
  - Lost & Found
  - Sells individual event tickets
- **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 and finalizing closing of the auction and collection of payments.

### GROUP # 2. TRAFFIC PATTERN

- **Check-in:**
  - Check in all contestants
  - Transition to pattern assistant
  - Provide large bags to chorus
  - Remind to turn off cell phones
- **Pattern Assistant:**
  - Directs to assigned warm-up room
  - Gives 10 minute allowances for warm up
  - Refreshes rooms between competitors
- **Escorts** – From Warm Up area to Back Stage
- **Personal Belonging Assistant** – Collects belongings from performing members and gives their bags back to them after the performance.
- **Special Needs Assistant** – Helps attendees in wheelchairs or on crutches to negotiate stages ramps or find seating.

### GROUP # 3. CONTEST OPERATIONS

- **Doors** – Opens and closes ballroom doors per emcee's directions. No one can 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. Should be knowledgeable about zoom, panning, etc.
- **Panel Guard** – At contest's end, keeps the audience at a safe distance while copies are being made at the panel table.

### GROUP #4. EXTRA

- **Webcast Assistant** – Assists webcast hosts and producer with basic requests as well as effectively manage traffic flow of quartets and chapter representatives in and out of the Webcast area following their stage exit.
- **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.