

## 2023 SYTA Annual Conference VOLUNTEER JOB DESCRIPTIONS

### CONFERENCE SET UP

**Friday, August 18, 12:00 PM – 3:00 PM**

- **Duties:** assist staff with conference setup which may include assisting with materials preparation, appointment floor/tour operator booth set up, Silent Auction set up, etc.
- **Requirements:** Ability to follow instructions and work with others. Lifting, standing and unpacking materials and placement of materials.
- **Be prepared to:** Work in assembly line style with others, work with individuals outside of the SYTA conference (SYTA Annual Conference badges are not needed), lift boxes or materials, work while standing, unpack materials, walk the conference space, pay attention to detail, note any missing materials and report to staff.
- **Attire:** Casual and appropriate for working with boxes, standing and lifting. Comfortable, closed-toed shoes are recommended as you will be on your feet.
- **Considerations:** Volunteer will likely be on their feet for the duration of the shift and may be executing repetitive motions for the duration of the assignment. Lifting of boxes and unpacking materials may be required.

### REGISTRATION

**Thursday, August 17, 2:00 PM – 6:00 PM**

**Friday, August 18 7:00 AM – 7:00 PM**

**Saturday, August 19 8:00 AM – 6:00 PM**

**Sunday, August 20 8:00 AM – 6:00 PM**

**Monday, August 21 8:00 AM – 6:00 PM**

- **Duty:** Greet all SYTA attendees welcome them to the conference; provide their welcome/registration materials, train incoming shift of volunteers.
- **Requirements:** Registers attendees & distributes registration packets and materials based on registration category.
- **Be prepared to:** Answer general and conference-specific questions. Provide general instructions. Direct attendees to the conference floor and other key locations. Know and understand all of the materials in the registration packets. Be friendly, engaging and courteous. Maintain the registration area neat and restock registration materials periodically. Periodic counts of outstanding badges may be requested. Maintain a professional attitude.
- **Attire:** Business casual and comfortable shoes recommended as you will be on your feet.

- **Considerations:** Volunteer will likely be on their feet for the duration of the shift and engage in a lot of talking. Volunteer should work well under pressure and not be easily flustered. Friendly and professional customer service skills required.

## SYTA CENTRAL

**Saturday, August 19, 9:00 AM – 6:00 PM**

**Sunday, August 20, 9:00 AM – 6:00 PM**

**Monday, August 21, 9:00 AM – 6:00 PM**

- **Duty:** SYTA Central is the conference hub and will be the place for New Attendees to ask questions, volunteers to check in, members to vote in the election and more. Assist SYTA staff by responding to general inquiries in this area: conference, appointment, election, comments and concerns.
- **Requirements:** Must enjoy talking to people, answering questions and following through on requests. Must review conference website and materials prior to shift. Must be computer savvy.
- **Be prepared to:** Answer general and conference-specific questions, provide general instructions, direct attendees to the conference floor and other key locations, help conference attendees connect with other individuals as requested, help other volunteers check-in for their shifts, “walk the floor” with new attendees, be knowledgeable of the schedule, direct attendees to the SYTA app, and be friendly, engaging and courteous. Assist with member connections, as per the SYTA Guarantee.
- **Attire:** Business casual and comfortable shoes recommended as you will be on your feet.
- **Considerations:** Volunteer will likely be on their feet for the duration of the shift and engage in a lot of talking. Volunteer should work well under pressure and not be easily flustered. Friendly and professional customer service skills required.

## EDUCATION SESSIONS

**Saturday, August 19 – Monday, August 21**

**Various Times**

- **Duty:** Help direct attendees to their session, assist with room setup, ensure speaker has what they need, greet attendees and facilitate education survey through the app
- **Requirements:** Standing and greeting
- **Be prepared to:** Answer questions, greet each attendee at the door, distribute any meeting materials & serve as mic runner (if-applicable), and be knowledgeable about the session.
- **Attire:** Business casual
- **Considerations:** Volunteer may be asked to stand for a short duration of time. Considerations can be made for someone to sit, if necessary. Volunteer is expected to stay for the duration of the session.

## HUMAN DIRECTIONAL/EVENING EVENT/TRANSPORTATION ASSISTANT

**Friday, August 18, 5:00 – 7:00 PM (event)**

**Saturday, August 19, 8:00 – 10:00 AM**

**Sunday, August 20, 6:00 – 7:15 PM (event)**

**Monday, August 21, 6:00 – 7:15 PM (event)**

- **Duty:** Assist SYTA and host city staff with directing all registered attendees from point A to point B. Assist loading buses and controlling flow of attendees. Communicate expectations and generate excitement for the event by communicating the evening's itinerary.
- **Requirements:** Be knowledgeable of where to direct people.
- **Be prepared to:** Answer general questions and provide general instructions. Direct traffic flow by pointing and holding a sign. Assist with loading buses. Smile and be enthusiastic!
- **Attire:** Business casual and comfortable shoes recommended as you will be on your feet and/or attire that you will wear to the event following.
- **Considerations:** Volunteer will likely be on their feet for the duration of the shift and must maintain and exude a positive attitude. Volunteer will board the last bus to the event/back to the hotel. Position is best for enthusiastic and engaging people!

## LUNCHEON ATTENDANT

**Saturday, August 19, 12:00 – 2:45 PM**

**Sunday, August 20, 12:00 - 2:45 PM**

**Monday, August 21, 12:00 – 2:45 PM**

- **Duty:** Assist SYTA Staff by helping room setup and seating. Direct attendees to live auction site at the end of the lunch program (Sunday).
- **Requirements:** walking/standing
- **Be prepared to:** Welcome and direct attendees to appropriate tables, including sponsor/reserved table assignments (seating chart available). Encourage seating closer to front of room. Assist where needed.
- **Attire:** Business casual and comfortable shoes recommended.
- **Considerations:** Volunteer may be one of the last to sit at the meal. Must walk the lunchroom to seek open seats at tables and communicate that availability to members coming in the door.

## SYTA YOUTH FOUNDATION: SILENT AUCTION/CHANCE DRAWING

**Friday, August 18, 8:45 AM – 6:15PM**

**Saturday, August 19, 8:45 - 12:30 PM, 2:30 PM – 6:15 PM**

**Sunday, August 20, 8:45 - 12:30 PM, 2:30 PM – 6:15 PM**

**Monday, August 21, 8:45 AM – 12:30 PM, 2:30 – 5:45 PM**

- **Duty:** Generate excitement about the auction and drawing, promote attendee participation. Assist with bidding and account creation through auction platform.
- **Requirements:** Friendly and professional customer service skills required. Familiarize yourself with the auction platform. Be comfortable with technology and answering questions.
- **Be prepared to:** Answer questions about how to bid and how to check account status, become familiar with the auction platform/receive a tutorial from the SYTA Staff, Smile and engage with people walking by!
- **Attire:** Business casual and comfortable shoes recommended.
- **Considerations:** Must be computer savvy. Friendly and professional customer service skills required. This is a great volunteer position for engaging people!