MNHPC Annual Conference Volunteer Job Descriptions and Benefits

Volunteers play a significant role in making sure the MNHPC annual conference runs smoothly. We have a variety of volunteer opportunities available, each with varying responsibilities and benefits. The different roles are described here, along with some general volunteer requirements.

If you are interested in volunteering at the 2019 MNHPC annual conference, please read the job descriptions and then complete the volunteer application form. The information on the form will help us to schedule volunteers in the jobs they are most interested in doing and where their skills will be used most effectively. Please note that applying to volunteer does not guarantee a job assignment.

General Volunteer Responsibilities

Specific duties will vary depending on which volunteer job you are assigned, but all volunteers will be asked to:

- Know the key locations of conference events (ballroom, exhibit hall, breakout session rooms) and be able to direct attendees as needed
- Have the contact information of the event manager and MNHPC staff handy in case any issues should arise
- Wear a button identifying themselves as volunteers
- Answer questions in a helpful and friendly way

Specific Volunteer Roles

Registration Volunteer

Description:
As a registration volunteer, you will likely be attendees' first point of contact at the MNHPC annual conference. Your job will be to greet attendees as they approach your table, give them their name badge and any other materials, and provide directions or answers to questions as needed.

Shifts:
Shifts for registration volunteers will run from 6:30 AM until 11:00 AM. During your shift you will be able to catch some of the keynote address, and after your shift you will be free to attend whichever breakout sessions you have registered for as well as the closing plenary on the day of your volunteer shift.

Benefit:

Registration volunteers will be able to attend the MNHPC conference for the significantly reduced rate of $75 for the day of their volunteer shift. This fee will cover a portion of our conference production costs.

Greeter

Description:

Greeters will be positioned at the front door, near elevators, and in other places where conference attendees may need directional help. As a greeter you will need to be familiar with all of the conference locations and schedules so that you can answer questions and provide directions as necessary. Greeters will also assist in the ballroom during keynote addresses to ensure that everyone has a place to sit.

Shifts:

Greeters will need to be available in the morning as conference attendees start arriving and throughout the day between sessions. As a greeter you will work for short periods of time throughout the day between sessions. You may be asked to help get people seated in the ballroom, but you will be able to attend the keynote address and closing plenary sessions on the day of your volunteer shifts. You will also be able to attend whichever breakout sessions you register for, but you will have responsibilities during the breaks between sessions. You may need to leave breakout sessions a few minutes early to take your position.

Benefit:

Greeters will be able to attend the MNHPC conference for the significantly reduced rate of $75 for the day of their volunteer shift. This fee will cover a portion of our conference production costs.

Room Monitor

Description:

Room Monitors will staff breakout session rooms and ensure that everything runs smoothly for the breakout session. Specific duties include:

- Making sure all attendees are seated in chairs and not on the floor
- Making sure the speaker and moderator have everything they need
- Addressing any needs that come up in the breakout session room

Shifts:

Room monitors' shifts will run from 10:00 until 4:00. As a room monitor you will be assigned to a room for each session and you will need to stay in the room for the whole breakout session. Room monitors will be able to attend the keynote address and the

closing plenary on the day of their volunteer shift. Because room monitors will be scheduled for specific rooms, if you volunteer in this role you will not be able to select all of your breakout sessions. However, we will be sure to create a schedule that allows you to attend at least one of your preferred sessions.

Requirements:

Because we count on room monitors to make sure that everything runs smoothly during breakout sessions, we need room monitors to be comfortable being assertive and providing directions to attendees in breakout session rooms. Room monitors will be required to participate in a short training before the conference. We will provide several options for training, both online and in person to accommodate a variety of schedules.

Benefit:

Room monitors will receive complimentary admission to the MNHPC annual conference for the day of their volunteer shift. In addition, room monitors can volunteer for both days of the conference if they wish to do so.

Technology Assistant

Description:

Tech assistants will be responsible for checking in on each breakout session room between sessions. As a tech assistant, you will ensure that projectors, microphones, and computers are working properly. Tech assistants will fix the issues when possible and alert the event manager if they are not able to resolve the issue.

Shifts:

Technology assistants will be "on duty" from 10:00 AM until 4:00 but will only have responsibilities during the breaks between sessions. After checking on all of the breakout session rooms, they will be able to attend the sessions they have registered for. They will also be able to attend the keynote address and closing plenary speaker sessions without any formal responsibilities.

Benefits:

Technology assistants will be able to attend the MNHPC conference for the significantly reduced rate of $75 for the day of their volunteer shift. This fee will cover a portion of our conference production costs.

Volunteer Coordinator

Description:

Volunteer Coordinators will partner with MNHPC staff to coordinate volunteers throughout the conference. Specific tasks will include staffing a table where volunteers check-in,

making sure volunteers have all of the information and resources they need, filling in any gaps, or completing other tasks as necessary.

Requirements

Volunteer Coordinators are invaluable members of the conference team. To be a good fit for this role, you should be familiar with the MNHPC conference, ideally having volunteered at it in the past. Volunteer coordinators must be assertive and able to take initiative to solve problems as they arise.

Shifts:

Volunteer Coordinators will be "on duty" the whole day. MNHPC staff will make every effort to ensure that Volunteer Coordinators are able to attend sessions whenever possible, but anyone interested in being a volunteer coordinator will need to be flexible and willing to jump in and help out as needed.

Benefits:

Volunteer Coordinators will receive complimentary admission to the MNHPC conference for the day of their volunteer shift. In addition, Volunteer Coordinators are able to volunteer for both days of the conference if they wish to do so.

Breakout Session Moderator

Description:

Breakout Session Moderators will serve as representatives of MNHPC in breakout session rooms. Specific duties include:

- Introducing the speaker/speakers
- Holding up time cards
- Facilitating question and answer portions of presentations as needed

Shifts/Benefits/Requirements

Breakout Session Moderators will only be asked to moderate a session of their choice. Moderators are typically MNHPC board members, former board members, or others with a strong connection to and familiarity with the organization who are willing to donate their time and serve as an ambassador for MNHPC as a Breakout Session Moderator.