



2012 ANNUAL CONFERENCE ON-SITE VOLUNTEER JOB DESCRIPTIONS

BAG STUFFER

Volunteers assist with assembling flyers and other promotional materials and stuffing them into registration bags. Should be ready to have fun! Assignment requires 3 volunteers for Wed. 11/7 from 2 p.m. - 6 p.m. and 3 volunteers from 8 a.m. - 12 p.m. on Thursday 11/8. The stuffing will take place at the conference headquarters hotel, Hyatt Regency San Francisco Airport Hotel in Burlingame, CA.

CHADD BOOK STORE

Educational products are sold at the CHADD Book Store. Volunteers will assist customers with purchases. Customers will complete order forms and hand it to a staff cashier who will accept payment. Cash, check or credit card will be accepted. The customer will then take the sales receipt to a volunteer who will fill the order. Staff and/or bonded personnel will serve as cashiers.

CHADD INFORMATION/HOSPITALITY DESK

Volunteers working at the CHADD Information Desk will answer questions and provide information about the conference program and schedule. It is best to have volunteers from or familiar with the San Francisco, CA area, as they may be asked about local attractions, restaurants, and transportation as well. Volunteers at the Information Desk will be equipped with conference programs, floor plans, and other written materials to assist them when answering questions. A walkie-talkie will be stationed at the information desk at all times. For questions that volunteers may not be able to answer, you will contact our Director of Meetings & Events, Marsha Bokman via the walkie-talkie. Familiarity with the conference program and current updates is essential.

CONTINUING EDUCATION DESK

Volunteers at the CHADD Continuing Education Desk will assist attendees with completing requirements for continuing education certificates of attendance. Volunteers will oversee sign in/out documentation, distribute and provide Educators, Mental Health Professionals, Medical Professionals and Coaches packets with written instructions on procedure and documentation requirements to receive their certification.

FLOOR HOSTS

The floor hosts play an important role in helping conference attendees locate meeting rooms. Volunteers will be assigned to specific locations within the hotel and will be asked to wear a CHADD VOLUNTEER badge to make it known that they are there to help. In between meetings, when the corridors are packed with people, it will be a great help to attendees to have a volunteer point them in the right direction. Volunteers will be equipped with a hotel map and a convention program and will have a chance to orient themselves before their shift begins. It is very important that floor hosts remain at their station for their entire shift unless otherwise instructed.

REGISTRATION

Volunteers working at the CHADD Registration Desk will be assisting attendees who have pre-registered for the conference and are checking in to receive their name badge and registration packets. Registration will be very busy, especially in the mornings. This assignment is best for people with patience and a smile. Detailed instructions will be given at the registration station. Computer skills are helpful but not necessary.