



Volunteer Job Description

Position: Queue Management
Team: Reception
Reports to: Reception Team Leader

Purpose:

To welcome people to TitanCon, ensure the safety of attendees by controlling the queue of people on the stairs, provide information and directions.

Duties:

- Provide a friendly welcome to TitanCon attendees in the hotel lobby
- Ensure the safety of everyone on the stairs by controlling the queue and the flow of people
- Direct TitanCon attendees to the appropriate queue for signing in (members, new membership sales)
- Direct Guests, Press, Dealers and other Volunteers to bypass the queue and go straight upstairs to Reception
- Provide information and assistance to attendees

Skills:

- Good communication skills

Hours:

08.30-10.00 This will be the busy period for reception staff and the entire team will be required to help during this time.