



Volunteer Job Description

Position: Receptionist
Team: Reception
Reports to: Reception Team Leader

Purpose:

To welcome people to TitanCon, provide information and directions, sign-in attendees and dispense membership badges.

Duties:

- Provide a friendly welcome to everyone
- Ensure TitanCon members sign-in on arrival and dispense membership badges
- Conduct new member transactions including collection of name and email address details via computer input, cash handling, printing of label for blank membership badge and sign-in
- Hand out programme books, schedules and other printed materials to all attendees
- Direct guests to the Green Room
- Provide information and assistance to attendees throughout the day

Skills:

- Good communication and organisational skills
- Computer literacy is desirable
- Local knowledge is desirable

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.

10.00-11.00 May still be a busy time and will require 3 receptionists on duty.

11.00-13.00 Quieter period, 2 receptionists required.

13.00-14.00 Lunch time, may be busy with information requests. Will require 2 receptionists on duty but shifts will be organised so that receptionists can get lunch. Lunch is provided for all volunteers.

14.00-18.30 Quieter period, might be possible to have just 1 receptionist on duty.

18.30-20.00 Reception cover may be required during this time, shifts will be organised to ensure everyone gets a chance to go have dinner.

Shift times will be organised and agreed with individuals on Friday afternoon.