



## VOLUNTEER CHECK-IN

The Volunteer Check-In, located in the Horticulture Building at Lansdowne Park, is the pre-shift check-in area for all volunteers. Volunteers must check-in before the start of each shift receiving a food voucher, volunteer t-shirt, and accreditation to gain access to the festival.

### Duties:

- Greet volunteers
- Use Cvent to check in volunteers for their shifts
- Distribute t-shirts to volunteers on their first shift
- Issue food vouchers & daily festival accreditation

### Skills:

- Comfortable & proficient with computers
- Exceptional attention to detail
- Effective communication skills
- Excellent interpersonal skills
- Adept at learning new tasks quickly

### Requirements:

- Must be **14 years of age or over**
- Accessibility Standards Customer Service Training
- This position requires individuals to be energetic & enthusiastic
- Must work efficiently with little or no direct supervision
- Must list computer knowledge and/or experience in application
- Must attend Cvent training
- Willing to sit for extended periods
- Willing to stand for long periods of time
- Some lifting may be required

### Assets:

- Bilingualism

### Special details:

- Only those who clearly list computer knowledge & experience in application will be considered for this volunteer position