Volunteer Staffing Job Descriptions

GROUP #1. GENERAL ASSISTANCE

- Volunteer Table - Checks in volunteers and answers questions as needed
- Registration Desk
    - General Information
    - Distributes badges and information packets or forms
    - Lost and found
    - Single Event Will-Call tickets
    - Silent Auction - Assists at the display table by giving instructions on how the auction works or describing items and finalizing closing of the auction and collection of payments.

GROUP #. TRAFFIC PATTERN

- Check-in
- Pattern Assistant/Escorts
- Personal Belonging Assistant - Collects belongings from performing members and gives their bags back to them after the performance.
- Special Needs Assistant - Helps attendees in wheelchairs or on crutches to negotiate stages ramps or find seating.

GROUP #3. CONTEST OPERATIONS

- Doors - Opens and closes ballroom doors per emcee's directions. Doors are staffed both on the inside and outside. Checks audience for badges or tickets as guests enter.
- House Lights - Turns on lights in house on & off as directed by backstage.

GROUP #4. EXTRA

- Webcast Assistant/Escort - Assists webcast hosts and producer with basic requests (no experience necessary) as well as effectively managing traffic flow of quartets and chapter representatives in and out of the Webcast area following their stage exit.
- Volunteer On-Call - Prepared to help in any area if a volunteer is unable to do their task or additional help is needed at the last minute.
- Show of Champions - Assist with VIP seating, checking badges and tickets.
- Show of Champions Runner - helps out backstage as needed during the SOC.
- Audience Choice - Assists with distributing and collecting ballots.