



CON OF THRONES

JUNE 30 – JULY 2, 2017 · NASHVILLE

VOLUNTEER COORDINATOR

The Volunteer Coordinator is the point of contact for our legions of volunteers who keep our conventions running smoothly. The Volunteers Coordinator recruits, trains, and manages volunteers while adapting to the changing needs of the event on the ground.

RESPONSIBILITIES

- **Volunteer outreach**
 - Develop an application process for prospective volunteers
 - Work with Creative team to develop recruitment materials and put out a call for volunteers
 - Communicate with local colleges/universities and other groups to recruit volunteers
 - Track applications and send acceptance information
- **Volunteer training**
 - Maintain ongoing communication with volunteers and develop written training materials
 - Create a volunteer schedule and facilitate the scheduling of all volunteers
 - Hold training sessions for volunteers ahead of the event
- **Volunteer management on-site:**
 - Work with various department heads to determine on-site volunteer needs
 - Act as central hub for volunteer information and direct/supervise volunteers during the event
 - Create and maintain a database of volunteers for future reference