

**PLEASE NOTE: ALL TIMES ARE APPROXIMATE.
OUR VOLUNTEER COORDINATOR WILL BE IN
TOUCH WITH YOU PRIOR TO CONVENTION WITH
TIMES AND DATES.**

Convention Prep (Danville, VT)

Purpose: Packing the office and bookstore to head to Plymouth.

Able to organize, pack and get items ready to take from the office to the trailer.

Good sense of humor.

Time Needed:	Tuesday, 5/26	Anytime Between 8:00am – 4:00pm
	Wednesday 5/27	Anytime Between 8:00am – 4:00pm
	Thursday, 5/28	Morning

Set-up Crew (Plymouth State University, Plymouth, NH)

Purpose: Establish ASD at Plymouth.

Physically help to move items from the ASD truck to the registration area.

Assists with setting up the Office, Vendor Area and/or the Wellness Area.

Times Needed:	Tuesday, June 3, late afternoon through early evening
	Wednesday, June 4, 4:00 PM through early evening

Speaker Coordinator (Room Monitor)*

Purpose: Assist speakers during their 75 minute lecture periods.

Good customer service skills.

Communicate problems with Main Desk.

Check attendee's credentials.

Assist speaker with handouts, if needed.

Make special announcements at beginning of talk and introduce speaker.

Count number of attendees.

Hand out speaker evaluation forms before talk and collect and return to volunteer desk after.

Give speaker indication of 10 and 5 minutes of time remaining for his/her talk.

Check that room is clean after presentation, i.e., lost and found items, etc.

Times Needed:	Friday, 6/5	8:15 to 12:15
	Friday, 6/5	1:15 to 5:15
	Saturday, 6/6	8:15 to 12:15
	Saturday, 6/6	1:15 to 5:15
	Sunday, 6/7	8:15 to 12:15

* This position may require the ability to take stairs at theater -style locations.

Wellness Center Assistants

Purpose: Assist the Director with scheduling and handling clients.

Good customer service skills.

Able to assist clients with financial transactions.

A general familiarity with the types of services offered is helpful.

Times Needed: In 3-4 hour periods,
 Thursday 6/4 between 1:00 and 6:00
 Friday 6/5 between 8:30 and 6:00
 Saturday, 6/6 between 8:30 and 6:00
 Sunday, 6/7 between 8:30 and 3:00

Technical Specialists

Purpose: Be available for convention speakers who need help with technical equipment in smart classroom setting. Primarily PowerPoint and mics.

Work directly with ASD speaker and Coordinate with the Plymouth technical crews.

Times Needed Friday, 6/5 8:15 to 12:15
 Friday, 6/5 1:15 to 5:15
 Saturday, 6/6 8:15 to 12:15
 Saturday, 6/6 1:15 to 5:15
 Saturday, 6/6 Evening: 6:30 - 10:00
 Sunday, 6/7 8:15 to 12:15

Super Stars

Purpose: Help out wherever needed most.

Work at the registration desk answering questions and handing out packets.

Staff the Volunteer Desk.

Help a vendor if his/her table needs short-term coverage.

Relieve a Speaker Coordinator or Wellness Assistant for emergency coverage.

Go-between the buildings, if needed.

Help coordinate the entire Team.

Times Needed: Any 3-4 hour time slot from 8:30 to 4:00 on Friday,
 8:30 to 4:00 on Saturday, and 8:30 to 1:00 on Sunday.

Bookstore Assistants

Purpose: Assist Staff in displaying and selling.

Knowledge of dowsing and metaphysical topics helpful.

Good customer service skills.

Evening Ushers/Assistants

Purpose: Greet and handle hospitality for evening program attendees.

Greet attendees & check credentials.

See that seating is utilized to the maximum.

Possibly hand out materials.

Attend to anyone who needs special accommodations for seating, hearing, etc.

Check the area is clean upon leaving, i.e., lost and found items.

Times Needed:	Thursday, 6/4	6: 45 PM to approx. 10:00
	Friday, 6/5	6: 45 PM to approx. 10:00
	Saturday, 6/6	6: 45 PM to approx. 10:00

Packing Crew at Plymouth

Purpose: Assist Office Staff, Bookstore Staff and Wellness Center with packing the ASD truck for the return to VT.

Packing and carrying boxes and items.

Great sense of humor.

Times Needed:	Sunday, 6/7	3:00 PM until done
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Unpacking/Inventory (Danville)

Purpose: Assist Office Staff and Bookstore Staff to unload and unpack from trailer to office.

Assist with after convention inventory of bookstore.

Time Needed:	*Monday 6/8	*9:00am for unloading of trailer and organization of
	*Tuesday 6/9	inventory. Assist with inventory count and return of
	*Wednesday 6/10	books to the shelves
	*Thursday 6/11	*These times are approximate