

## Observer Check In Assistant

## Role Description

**Number of Positions Available:** 10 to 20

**Experience Level:** No Previous JDC West or similar position required

**Reporting to:** Nicole Pellaers Vice President Logistics

### About JDC West

JDC West is the most prestigious undergraduate business competition in Western Canada, hosting 1,300 attendees and uniting over 650 delegates from eleven premier post-secondary institutions each year. Over the course of three days, students from British Columbia, Alberta, Saskatchewan, and Manitoba showcase their skills in the academic, athletic, debate, and social aspects of the competition. JDC West would not be possible without the support of almost 400 volunteers and dozens of professional partners who bring this elaborate and multi-faceted competition to life.

Many volunteer opportunities are available to be a part of the competition. Volunteers must act impartial to any of the eleven competing teams. You may be ineligible to volunteer for certain positions if you are affiliated with any of the competing teams, such as (but not limited to): judging and/or coaching of the competitors; volunteering, attending, and/or donating to the team's charity causes; volunteering for Chillin' for Charity; being part of the executive team; participating or facilitating any of the programming offered by the competing teams; and more.

### Position Responsibilities:

- Assist in the set up and take down process of the check-in areas which includes moving tables and chairs, hanging signage and other tasks
- Greet all observers, delegates and sponsors and welcome them to the viewing area
- Accurately record attendance of viewers, including delegates for participation marks using the JDC West App
- Manage observer traffic during approved event entry times
- Guide stakeholders to the designated viewing area

### Position Requirements:

- Friendly and welcoming presence
- Approachable and able to provide excellent customer service
- Detail oriented, able to multitask under pressure, manage stakeholders
- Can communicate effectively and be adaptable to new situations
- Responsible and assertive

## Volunteer Expectations

Volunteers are expected to meet all of the following requirements:

- Attend at least one training session; as well as any portfolio-specific training sessions.
- Reply timely to emails and other methods of communication.
- Be available for at least one 4-6 hour shift. Priority will be given to applicants who are available to volunteer multiple shifts/days.