**Conference Volunteer Job Descriptions**

**Communications/Public Relations**

* Manage media check-in table.
* Manage sign-in logs.
* Distribute and account for media credentials.
* Onsite assistance with PR/media related events.
* Other duties as assigned.
* Dress Code: Business Casual with comfortable shoes.

**Expo**

* Assist with Expo direction.
* Hand out brochures/flyers.
* Answer questions and give directions for the Expo and conference.
* Assist with traffic flow.
* Must be able to: stand for long periods of time; comfortable with extended walking times; and clearly and politely communicate with attendees.
* Dress Code: Business Casual with comfortable shoes.

**Hospitality**

* Experience in hosting /personal assistance (Armor Bearing) to high profile individuals.
* Professionalism and confidentiality is a must.
* Monitoring food and beverage requirements in assigned holding areas.
* Communicate with the Event Coordinator as to changes that may need to be made.
* Any other duties deemed necessary.
* Dress Code: Business or Church attire with comfortable shoes.

**Information Services**

* Direct conference attendees and disseminate information as needed.
* Able to stand/walk for long periods of time.
* Articulate with great communication skills.
* Able to take/follow directions.
* Good/friendly personally.
* Dress Code: Business Casual with comfortable shoes.

**Jakes Divinity School (JDS)**

* Hand out flyers about JDS academic programs
* Answer general JDS questions
* Directing those who desire more information to the JDS website or meeting room in the Expo.
* Dress Code: Business casual with comfortable shoes.

**Partner Relations/VIP Concierge**

* Assisting with setup and breakdown as required
* Checking in attendees
* Managing lines
* Verifying wristbands as guests enter
* Monitoring guests during the event and providing assistance as needed
* Directing guests
* Dress Code: Black shirt, black bottoms (no denim or leggings), and suitable comfortable shoes

**PMT – Ushers & Greeters**

* Welcome and direct attendees.
* Control access into the event at door entrances.
* Provide directions for those in need of assistance.
* Distribute and collect conference related material.
* Assist with the collection of offerings.
* Assist attendees with seating, and the clean-up of assigned section.
* Dress Code: Black suit (skirt or pants), white top, with comfortable shoes.

**Product Sales**

* Floor Sales – Assist with customer service, presentation of products, and inventory control.
* Digital Sales – Tech Savvy, LOVES people, great communication skills, likes to teach/consult/train.
* Inventory Control – Detailed oriented, organized, numbers person, likes working with hands and staying busy; responsible for restocking shelves, labeling/prepping stock.
* Runners – General floor maintenance, straightening stock, re-stocking.
* Crowd Control – Watchful eyes, security background.
* Cashier – Trustworthy, good math skills, customer service skills; previous money-handling experience.
* Dress Code: Business Casual with comfortable shoes.

**Registration**

* Assist with the execution of the registration scanning and check in process.
* Greet Attendees and offer assist with directions and conference information.
* Ability to make quick revisions to established schedules to solve unexpected problems in fluctuating crowd situations.
* Efficient use of all screens (computers, laptops, mobile phones).
* Comfortable with standing for long periods of time.
* Must have an outgoing professional demeanor and be able to calmly deal with conference constituents.
* Dress code all black and comfortable shoes for standing

**TD Jakes Foundation (TDJF)**

* Assist with the area set-up.
* Hand out informational flyers/postcards.
* Some duties require a considerable amount of standing.
* Dress Code: Business Casual with comfortable shoes.

**Translation**

* Serve as translator or interpreter for non-English speaking conference attendees requiring assistance with the English language.
* Thorough knowledge of the English/Spanish, English/French or English/Portuguese languages and the ability to translate for a religious event.
* Assist at the table handing out the translation headsets, collecting them and returning attendees ID’s.
* Dress Code: Business Casual with comfortable shoes.

**Warehouse**

* Responsible for load-in and load-out.
* Will also be responsible for stocking T.D. Jakes Ministry product tables.
* Volunteers must be able to lift items up to 50 pounds.
* This position requires a considerable amount of standing.
* Helpful if able to operate a forklift and also an electric and standard pallet jack.
* Able to be on your feet for an extended period, bending and lifting involved.
* Be available to work early and late with flexible hours.
* Ability to communicate and interact with all levels of management, registrants, guest artists, speakers and other volunteers especially when moving products.
* Dress Code: Casual with comfortable shoes (jeans allowed).