



## Volunteer Job Description

JOB TITLE	Annual Conference Registration
JOB DESCRIPTION	<p><b>Job Overview</b></p> <p>Registration Volunteers are appointed by and responsible for assisting the Annual Conference Registration Lead on the following PMI activities as needed.</p> <p>Registration volunteers are available to volunteer a <b>minimum of 3-6 months</b> and can be extended up to 1 year or more.</p> <p><b>Job Details</b></p> <ul style="list-style-type: none"><li>● <b>Day of the Event</b></li><li>● Please be onsite by 6:30 AM Thursday and Friday with a smile on your face and a good welcoming attitude.</li><li>● Check in with the Annual Conference Registration Lead and obtain your alphabetical list of attendees. <b>The list will be sorted by Last <u>Name</u>.</b></li><li>● Find a comfortable seat, grab a highlighter and familiarize yourself with the name tags and alphabetical list of names. Please be aware of the alphabetical sections we will have set up for check in and make sure your list matches your section.</li><li>● As an attendee walks up, greet them and ask for their name, find them on the list and highlight their name. <b><u>Remind them to keep their name tag for entrance on Saturday.</u></b> Hand them their name tag, lanyard, program brochure, and portfolio. Direct them to their first session.</li><li>● If for any reason you do not find them on the list or if they have questions you cannot answer please direct them to the Annual Conference Registration Lead, or Director of Annual Conference.</li><li>● When registration is complete please hand all sheets with the highlighted names of the attendees to Annual Conference Registration Lead.</li></ul>



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	<ul style="list-style-type: none"> <li>Check in with <b>Director of Annual Conference or Asst. VP of Prof. Dev.</b> <u>regarding Room Monitor duties and assignments.</u></li> </ul> <p><b>Required Skills</b></p> <ul style="list-style-type: none"> <li>Excellent organization and people skills. Ability to work under pressure and in a hectic environment. Attention to detail important. Ability to work effectively with other internal teams.</li> </ul> <p><b>Desired Skills</b></p> <ul style="list-style-type: none"> <li>Knowledge in communications, public relations, and meeting planning • Excellent organizational and communication skills. • Superb people relationship skills a must with ability to project a positive image of the Chapter to the members. • Must be a punctual, self-starting individual who is a team player.</li> </ul> <p><b>Career Benefits</b></p> <p>This position supports the governance and leadership of the chapter and as such can have a great impact on your career. The position interacts with all PMI Portland portfolios. This position provides the opportunity to build your professional network within the local PMI local chapter and fine-tune your leadership and executive level abilities.</p>
<b>TIME COMMITMENT</b>	<p><b>Job Duration :</b> Registration volunteers are available to volunteer a <b>minimum of 3-6 months and can be extended up to 1 year or more.</b></p> <p><b>Estimated Hrs/Week :</b> 8 – 16 hours per year</p>
<b>CHAPTER INFO</b>	<p><b>PMI Portland Chapter membership required?</b> No</p> <p><b>PMI certification required?</b> (No)    <b>Which certification?</b></p> <p><b>Portfolio Programs</b></p> <p><b>Division/Team</b> (n/a)</p> <p><b>Team Leader's Name</b> ( Pat Mullany )</p> <p><b>Chapter Leadership webpage -</b> <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a></p>
<b>PDU's</b>	1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <b>CCRS</b> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 10203 )



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### QUESTIONS?

**Hiring Manager Name** (Pat Mullany)

**Title** (Director Registration)

**Email** (registration@pmi-portland.org)