



Project Management Institute Portland Chapter



Volunteer Job Description

JOB TITLE	Registration Volunteer
JOB DESCRIPTION	<p>Job Overview</p> <p>The registration volunteer will help coordinate attendees to the 2019 PMI Portland Annual Conference.</p> <p>Job Details</p> <p>Registration volunteers will help in the following areas:</p> <ol style="list-style-type: none"> 1. Pre-conference setup <ol style="list-style-type: none"> a. This is before the day of event to organize registration activities 2. At conference Registration Tables <ol style="list-style-type: none"> a. Greet attendees and Speakers b. Ensure attendees are signed into the conference c. Hand out materials d. Answer questions 3. At session room entrances <ol style="list-style-type: none"> a. Scan barcodes of entering attendees b. Answer questions 4. As needed at posting areas <ol style="list-style-type: none"> a. Help answer questions b. Direct traffic <p>Available shifts for volunteers during the conference (#2-4 above):</p> <ul style="list-style-type: none"> • Morning Setup <ul style="list-style-type: none"> ○ 7:00am to 9:30am (after morning Keynote) ○ 2.5 hours total • Morning Conference <ul style="list-style-type: none"> ○ 9:30am to 12:00pm (before lunch) ○ 2.5 hours total • Mid-Day Lunch <ul style="list-style-type: none"> ○ 12:00pm to 1:00pm ○ 1 hour total • Afternoon Conference <ul style="list-style-type: none"> ○ 1:00pm to 2:15pm ○ 1.25 hour total • Afternoon Close <ul style="list-style-type: none"> ○ 2:15pm to 5:00pm ○ 2.75 hour total <p><i>Any volunteer is welcome to work multiple shifts.</i></p> <p>Discounts to the conference:</p> <ul style="list-style-type: none"> • For registration volunteers, discounts are based on number of hours worked during the conference: • 50% discount to conference - agree to work 3 to 5 hours • 100% discount to conference - agree to work more than 5 hours



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	<p>Required activities:</p> <ul style="list-style-type: none">• Attendance at day of event (either half or full day)• In-person walk through of event - to be scheduled, but likely a week prior to the event<ul style="list-style-type: none">◦ September• Approximately 3 to 6 hours of online meetings reviewing information related to the conference.<ul style="list-style-type: none">◦ July - September timeframe• Approximately 3 hours additional time reviewing and assembling provided conference materials<ul style="list-style-type: none">◦ July - September timeframe <p>Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.</p> <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">• Friendly attitude• Outgoing personality• Past conference experience a plus <p>Career Benefits</p> <ul style="list-style-type: none">• Networking with other conference volunteers and attendees• PDUs for hours worked and for those sessions attended when not volunteering• Discount to conference
TIME COMMITMENT	<p>Job Duration Approx. 10 to 20 hours</p> <p>Estimated Hrs/Week 1hr/week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) No</p> <p>PMI certification required? No Which certification? n/a</p> <p>Portfolio Programs</p> <p>Division/Team Annual Conference</p> <p>Team Leader's Name Jacob Zych</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (22517)</p>
QUESTIONS?	<p>Hiring Manager Name Jacob Zych</p> <p>Title Annual Conference Registration Lead</p> <p>Email ac_registration@pmi-portland.org</p>