



Volunteer Positions & Descriptions

Admissions Area

Badges (Exhibitor / Media)

Duties: Work with Badge Supervisor, hand out badges to exhibitors, sponsors, speakers, demonstrators or media. Collect payment & issue receipt for purchasing extra exhibitor badge and exhibitor tickets. Assist with retrieving badges at end of the show.

Requirements: Strong command of English language mandatory. Must be able to handle stress and fast-paced work for the first few hours, it is very relaxed for a majority of the day.

Coat Check

Duties: Check coat, collect cost for coat check and give out claim ticket. Compare tickets to give coat back upon guests departure.

Information Table

Duties: Answer general questions from public, hand out complimentary tickets to our guests and hand out show guides/show guide inserts to public.

Requirements: Good command of English language, mature and friendly.

Main Entrance

Duties: Check Admissions tickets and stamp hands for re-entry at the door.

Bag Ambassador

Duties: Stuff promotion products / coupons into bags. Hand out promotion bags to the public. If stock of promotion bags runs low, advise head supervisor and/or go & get bags to replenish stock.

Volunteer Sign-In

Duties: Work with Volunteer Coordinator, verify volunteers' sign-in & sign-out and give out Volunteer Ballots.



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Assistant

Audio/Visual Equipment

Duties: Assist A/V Equipment Coordinator to set-up, monitor and troubleshoot audio-visual equipment (soundboard & microphones) at cooking stage, seminar rooms, demonstration stage and feature areas.

Requirements: Little A/V experience required. Previous knowledge and use of audio equipment and ability to set-up & take-down audio-visual equipment is helpful but not mandatory. Mature, confident, ability to take direction easily and work with limited supervision.

Feature Areas

Duties: Work with Event Coordinator. Assist with activities in feature areas (could be crafts, game or sporting activity), set-up & take down of various activities, general clean up, hand out product samples when required, specific duties will be outlined on-site.

Seminar Stage / Fitness Demonstration Stage / Workshop Stage & Activity Zone

Duties: Work with head supervisor. Crowd control, assist speaker when required, assist audio-visual person with set-up/take-down when required, direct public, answer questions from public, general clean-up between seminars/demonstrations.

(Workshop Area) No oven or stovetop, however there will be cooking demos and volunteers may need to assist with prep, clean-up, handing out samples. We expect this area to be busy.

Requirements: Strong and friendly personality and take direction easily.

Cooking Stage

Duties: Work with Cooking Stage Supervisor. Assist chefs / demonstrators with food preparation (organizing ingredients, supplies, measuring, chopping, etc.) Crowd control; assist the MC and chefs when required. Answer general questions from public, distribute literature, draw ballots and food samples, general clean up between demonstrations, and assist audio/visual person if required.

Requirements: Friendly personality, ability to handle stress and take direction easily, must wear an apron and latex gloves at all times (for sanitary reasons & provided by Show Management).



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Tea Lounge

Duties: Relax space for people sit and enjoy tea. Ensure area is tidy and tea cups are cleaned/stocked at all times.
Tidying, maintaining the vibe, serving tea

Requirements: Friendly demeanor and able to stand on your feet for a longer period of time.

Marketing Surveyor

Duties: Walk through show and ask general public to answer marketing survey. Two volunteers will be assigned to Grand Prize table to encourage more surveys to be filled out and maintain tidiness of table.

Requirements: Mature, strong personality, good command of English language, friendly and confident.

Runner/Floater/Host

Duties: Assist in all areas when required; cover breaks for other volunteers in various areas. Those assigned to host will be stationed at front entrance to greet and assist guests.

Show Office Assistant

Duties: Answer telephone, input marketing surveys into spreadsheet, and general public inquiries, assist Show Office Manager, runner and floater when required.

Requirements: Mature, strong personality, good command of English language, good communication skills, confident on the telephone, takes direction easily with limited supervision.

Show Ambassador

Duties: Greet and hand out flyers to general public in the convention center lobby by the ticket booth, raising and communicating awareness for the show.

Requirements: Outgoing, charismatic, energetic, with good command of English. Second language an asset.