



5675 Spring Garden Road, Suite B6  
Halifax, Nova Scotia B3J 1H1  
hal-con.com

### **ROLE DESCRIPTION**

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Volunteer Coordinator (Hospitality)
Reports to:	Volunteer Director
General description of role:	Organizing volunteer hospitality, particularly volunteer meals and distribution leading up to and during the event.
Responsibilities	<p>Before the convention:</p> <ul style="list-style-type: none"><li>● Assist with volunteer recruitment process</li><li>● Assist with presenting volunteer training</li><li>● Participate at team meetings</li><li>● Collaborate to create the food order for the convention weekend</li></ul> <p>During the convention:</p> <ul style="list-style-type: none"><li>● Assist in conducting volunteer reviews of venue</li><li>● Supervise volunteers in general</li><li>● Coordinate and supervise meals distribution</li><li>● Supervise volunteer lounge areas and keep all food supplies stocked, track stock</li><li>● Manage runners who will assist with food distribution, and monitor crowd in the volunteer room</li><li>● Be available to assist with ad hoc demands as required</li></ul> <p>After the convention:</p> <ul style="list-style-type: none"><li>● Participate in team debrief</li></ul>
Assets for the role:	<ul style="list-style-type: none"><li>● Food Safety knowledge</li><li>● Experience volunteering with Hal-Con</li></ul> <p>Experience with the following:</p> <ul style="list-style-type: none"><li>● Google Drive and Gmail</li><li>● Google Workspace (Docs, Sheets, etc)</li><li>● Written communication skills</li></ul>
Description last updated:	February 12, 2024

Please email [volunteer@hal-con.com](mailto:volunteer@hal-con.com) with a brief explanation of your relevant skills for the role, and any information that you feel makes you a good fit for the role. No more than 750 words. The deadline to apply is **April 22, 2024**.

