



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">• Assist with volunteer recruitment process• Assist with presenting volunteer training• Participate at team meetings• Collaborate to create the food order for the convention weekend <p>During the convention:</p> <ul style="list-style-type: none">• Assist in conducting volunteer reviews of venue• Supervise volunteers in general• Coordinate and supervise meals distribution• Supervise volunteer lounge areas and keep all food supplies stocked, track stock• Manage runners who will assist with food distribution, and monitor crowd in the volunteer room• Be available to assist with ad hoc demands as required <p>After the convention:</p> <ul style="list-style-type: none">• Participate in team debrief
Assets for the role:	<ul style="list-style-type: none">• Food Safety knowledge• Experience volunteering with Hal-Con <p>Experience with the following:</p> <ul style="list-style-type: none">• Google Drive and Gmail• Google Workspace (Docs, Sheets, etc)• Written communication skills
Description last updated:	June 8, 2024

Please email 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.

