

2010 IAEM Conference Staff Position Descriptions

Floor Manager

- Ensures that speaker liaisons/room chaperones are prepared and in assigned locations
- Checks in volunteers
- Resolves a/v equipment problems and troubleshoots other onsite issues
- Coordinates activities with Operations Chief (Mary Ackleson) and Volunteer Coordinator (Michelle Savoie)
- Ensures speaker liaisons/room chaperones are aware of any daily program/schedule changes, and has daily announcements script (visit EMEX/play bingo), meal functions, location of additional services, etc)
- Supervise EMEX entrance area to ensure that EMEX Assistants are at stations at all times

Room Chaperone

- Coordinates A/V set-up and other room issues with Floor Manager and A/V Assistant
- Acts as a door keeper
- Helps attendees find seats
- Distributes handouts

IAEM Awards Presentation Assistant

- Assists IAEM Staff and Conference Chair with IAEM Awards presentation

Basket Bonanza Manager

- Coordinate with Scholarship Program Director (Dawn Shiley-Danziesen)
- Confirm Regional, Council, and Chapter basket themes
- Perform onsite shopping with Scholarship Program Director, if needed and if regions provide funds
- Assists with assembly of baskets
- Set up displays including ticket bowls, basket signs
- Recruit and manage volunteer ticket sales force
- Ensure promotional copy for bonanza is posted on www.iaem.com and included in final program

Scholarship Silent Auction Assistant

- Accept items for live and silent auction and complete paperwork for donor
- Help set up the silent auction and monitor the bid sheets
- Help close auction and notify winning bids

Basket Bonanza Table Assistant

- Staff the Basket Bonanza Table
- Provide and track tickets to student volunteers who are selling tickets
- Sell tickets at the booth and in the hall
- Help with onsite setup and teardown
- Distribute items to winners (no shipping available)

Live Auction Assistant

- 1 volunteer to arrive 2 hours prior to auction and stay for entire auction; help setup and monitor area; organize and instruct student volunteers to demo items
- 2 volunteers to arrive ½ hour prior to auction and stay for entire auction: record auction prices, and winners numbers; assist with auction checkout; assist with credit card processing

Cyber Café Manager

- Arrange for appropriate equipment loans or rental, delivery and setup

- Onsite support and regular checks to ensure satisfactory operation
- Teardown and return equipment
- Helps with other IAEM technical support as needed

A/V Assistant

- Assists with distribution, setup, and operation of A/V equipment

Floater

- Pickup country flags and set them up prior to first general session
- Run other errands as needed such as purchasing supplies, transport staff and speakers (must be 21 and have a driver's license)
- Assist where needed

Registration Desk/Online Kiosk Registration Assistant

- Help assemble registration bags as needed; restock supply from store room
- Staff registration desk
- Hand out badges, registration bags, help Registrar, Sharon Kelly
- Assist registrants using online kiosks

Registration Bag Stuffing

- Assist with setup prior to stuffing
- Stuff and store registration bags
- Bag stuffing will occur on Friday, October 29 10 am-4 pm

IAEM Store/ IAEM Bookstore

- Staff and monitor store area
- Protect and sell merchandise

EMEX Exhibit Hall/Raffle Ticket Sales Assistant

- Patrol aisles of the exhibit hall, constantly greeting booth staff and asking if any assistance is needed
- Staff entrances for 30 minute shifts
- Keep aisle tidy, pick up any trash
- Help visitors with Bingo game, explaining rules and helping to locate vendors
- Deliver a high level of customer service, making sure that exhibitors are happy
- Trouble Shoot any concerns with EMEX Exhibit Manager, Clay Tyeryar
- Vendor Presentation Production during dedicated show hours. Assist with A/V including setup

Office Staff

- Staff office, check in volunteers

Preconference Setup

- Help to set up office and bag stuffing site, Thursday, October 28; must be able to lift heavy boxes