



Last updated: October 12, 2022

3E JOB DESCRIPTION: VOLUNTEER

EVENT VOLUNTEER

Hospitality is at the heart of everything we do at 3 Experiences (3E), and we do it with style, sophistication, and excellence in professionalism. With personalized & caring service, we design high-quality, luxury, travel & event experiences for our clients, and our dedicated service starts from the beginning of the planning process, all the way until our clients are back home safely.

Certified by the Events Industry Council® (EIC), the Professional Convention Management Association® (PCMA), and The Travel Institute (TTI), we're an asset to any team. We specialize in producing events and special experiences both domestically and abroad. Our target audience is the leisure event planner, other meeting professionals/organizations, social and community groups, and CEOs with 5 to 300 employees who want to increase productivity and ROI. Past customers include government and political organizations, medical associations, privately owned businesses, and individual meeting planners.

If you're a super talented, creative mind that isn't afraid to think outside of the box, someone who is ready to hit the ground running in an ever-changing landscape of meetings, events, and international travel, and have a passion for ornate things, then you need to join the team at 3E! *Learn more about our services by visiting our website at www.experiences03.com.*

Overview of the Position:

Through the 3 Experiences Volunteer Program, we seek to engage highly motivated, culturally diverse, professionals from the local community, including those young professionals who are enrolled full or part-time in a college or university.

Volunteers are valuable resources to every event, including to the host organization, its staff, vendors, partners, and attendees. Volunteers may be involved in all programs and activities of the event and serve at all levels of skill and decision-making. Volunteers receive effective training and supervision, are given meaningful assignments, and receive recognition for work accomplished. In return, volunteers agree to actively perform their duties to the best of their abilities and to remain loyal to the values, goals and policies of the event, the organization, and its members.

This opportunity is only for those who are self-motivated, business-minded individuals, and are interested in contributing to the success of the event, while enjoying the benefits of networking and engaging in vast and global reaching industries. If you're ready to work with an event team & CEO that will push you to be your greatest, creative, and unique self, then apply today!

Location: We service events all throughout the United States of America and abroad. Volunteers will be selected per event, based on location and scheduling demands of the event. Remote/Home-based volunteers are occasionally recruited to provide technical support for the events we service.

Required Skills & Qualifications:

- Effective, professional communication.
- Highly organized, detail-oriented, and adaptable, with outstanding multitasking abilities.
- Ability to translate complex information into common language.
- Proficiency with Microsoft Suite (Word & Excel), Google Suite/Workspace (Sheets, Forms & Docs)
- Familiarity with consumer psychology and buying habits.
- Ability to work alone or on a team.

Duties, Responsibilities & Day-to-Day Activities:

There are several ways in which Volunteers contribute to the success of our business and the host organization's event; a broad overview follows.

- **Volunteer Leads (Super Volunteers)**
 - manage a subset of volunteers in various assigned work areas
 - ensure that assigned volunteers are in their designated work area and ensure the success of their work product
 - ensure that assigned volunteers are given breaks, when applicable

- roam the assigned areas to ascertain any needs that the volunteers or guests may have & proactively address any challenges.
- **Wayfinding & Information Attendants**
 - welcome the event attendees and help in getting guests to their desired areas
 - ensure a smooth transition for the guests to get to their various locations in a timely fashion
 - ensure that directional signage is visible
 - remain with the group of attendees to ensure that the group does not get separated
- **Registration Attendants**
 - responsible for checking in all guests as well as distributing credentials
 - ensure the efficient check-in of all guests
 - distribute the correct credentials according to registration type and sessions
 - distribute “swag bags”
 - serve as runners to escort speakers to their designated rooms
- **Information Desk/Event Concierge**
 - centrally located within the event space, able to answer all questions about the event, logistics and assist with all guest needs including any necessary technical assistance with the event’s mobile app or other digital platform
- **Credential Checkers**
 - remain at the doors of the plenary, break outs and other applicable rooms to ensure that attendees are gaining the correct access
 - familiar with other sessions to be able to direct guests accordingly
- **Press Check-in Attendants**
 - monitor the press/media affiliate check-in area, assisting with registration/credentials and directing press to their applicable locations, as required by the event
- **Room Monitors**
 - check credentials for accurate access, and will ensure that the room to which they are assigned is being effectively monitored throughout the session, including ensuring that all necessary supplies are in the room
 - support the functions for the facilitator/speaker in the room including assisting the onsite AV teams as requested to ensure that the room is presentable to the guests and the session will be successful from a logistical viewpoint
 - serve as a timekeeper to keep the facilitator/session on time according to the event’s schedule
- **Runner/Floaters**
 - available to oversee a variety of locations throughout the event, checking on various locations as needed and correspond with the management to ascertain all needs are being met.

Salary and Benefits: This is an unpaid volunteer opportunity with the ability to receive volunteer hours verification.

Frequently Asked Questions & Answers:

- **How do I apply to be a 3E Volunteer?**
 - [Please complete this form](#); as volunteer opportunities arise in your local area, you will be contacted directly.
- **What happens after I apply?**
 - Once your application is received, we will contact you directly when we have an event in your area that you may be a good fit for. Our goal is to match volunteers with the opportunities/events that will deliver the best results for everyone involved. From there, scheduling will be mutually agreed upon by you and the event organizer.
- **Is previous experience required?**
 - Nope! We welcome those new to the hospitality industry as well as experienced professionals.
- **Do I have to speak another language other than English?**
 - No, but if you do, consider it a bonus!
- **Is there a minimum time commitment?**
 - The needs of each event will vary, but generally we only accept applications from those persons who can lend a minimum of four (4) hours of their time.
- **Where are the events located?**
 - We service events all throughout the United States of America, its territories and occasionally abroad. We prefer to source applicants (per each event) from the local community.
- **Are students able to volunteer?**
 - Yes, we accept students who are enrolled full or part-time in a college or university.
 - High school students are occasionally accepted but additional requirements apply.