

Volunteer Expectations and Descriptions

The St. Paul Center requests xxxx number of volunteers to assist with setting up and putting on xxxx event. Volunteers should be at the event 30 minutes before the doors for the event open (not before the event starts). Volunteer tasks will vary and are explained below. Volunteers are crucial to the success of our events. While the above is the requested minimum, the more volunteers that we can have the smoother events will go.

Event Setup

- Two to three volunteers to assist during the set-up period which is usually the day before the event. This includes setting folders and pens on seats, unpacking and inventorying books, and setting up the event bookstore.

Event Check-in/Registration

- Help coordinate ticket collection and directing people to their seats.
- Assist people who have lost/forgotten their tickets at the registration table using the registration lists.
- Sell tickets and collect information from those people who need to purchase tickets.

Event Bookstore Sales

- Assist in the inventorying and selling of books before, during, and after the event.
- Using tablet devices and the Square register app, check out customer purchases from the bookstore.
 - Training in the use of the tablet and Square register will be provided for all those doing this task.
 - Volunteers who assist in the selling of books should be familiar with cellphone/tablet devices and be moderately tech savvy.
- The event bookstore is a fast-paced area. We commonly sell 400-500 books or more per event depending on attendance. Volunteers should be prepared for action.

Appeal Collection

- Making sure everyone has a folder as the St. Paul Center presentation begins.
- Collecting the pledge cards during the St. Paul Center presentation and as it ends.
 - Each volunteer will be assigned an area and will assist in the above tasks
- Collections will be done immediately following the presentations, again before the second talk, and at the close of the talk before the raffle takes place.
- Times of the collection can be fluid and final direction will take place at the event training.