



Volunteer Positions & Descriptions

Admissions Area

Badges (Exhibitor / Media)

Duties: Work with Badge Supervisor, hand out badges to exhibitors, sponsors, speakers, demonstrators or media. Collect payment & issue receipt for purchasing extra exhibitor badge and exhibitor tickets.

Requirements: Good command of English language.

Coat Check

Duties: Check coat, collect cost for coat check and give out claim ticket.

Information Table

Duties: Answer general questions from public, hand out complimentary tickets to our guests and hand out show guides/show guide inserts to public.

Requirements: Good command of English language, mature and friendly.

Main Entrance

Duties: Check Admissions tickets and stamp hands for re-entry at the door.

Promotion Bags

Duties: Hand out promotion bags to the public. If stock of promotion bags runs low, advise head supervisor and/or go & get bags to replenish stock.

Volunteer Sign-In

Duties: Work with Volunteer Coordinator, verify volunteers' sign-in & sign-out and give out Volunteer Ballots.



Volunteer Positions & Descriptions

Assistant

Audio/Visual Equipment

Duties: Assist A/V Equipment Coordinator to set-up, monitor and troubleshoot audio-visual equipment (soundboard & microphones) at cooking stage, seminar rooms, demonstration stage and feature areas.

Requirements: Little A/V experience required. Previous knowledge and use of audio equipment and ability to set-up & take-down audio-visual equipment is helpful but not mandatory. Mature, confident, ability to take direction easily and work with limited supervision.

Feature Areas

Duties: Work with Event Coordinator. Assist with activities in feature areas (could be crafts, game or sporting activity), set-up & take down of various activities, general clean up, hand out product samples when required, specific duties will be outlined on-site.

Seminar Room / Demonstration Stage / Workshop Stage & Activity Zone

Duties: Work with head supervisor. Crowd control, assist speaker when required, assist audio-visual person with set-up/take-down when required, direct public, answer questions from public, general clean-up between seminars/demonstrations.

(Workshop Area) No oven or stovetop, however there will be cooking demos and volunteers may need to assist with prep, clean-up, handing out samples. We expect this area to be busy.

Requirements: Strong and friendly personality and take direction easily.

Bag Stuffer

Duties: Stuff promotion products / coupons into bags.



Volunteer Positions & Descriptions

Cooking Stage

Duties: Work with Cooking Stage Supervisor. Assist chefs / demonstrators with food preparation (organizing ingredients, supplies, measuring, chopping, etc.) Crowd control; assist the MC and chefs when required. Answer general questions from public, distribute literature, draw ballots and food samples, general clean up between demonstrations, and assist audio/visual person if required.

Requirements: Friendly personality, ability to handle stress and take direction easily, must wear an apron and latex gloves at all times (for sanitary reasons & provided by Show Management).

Tea Lounge

Duties: Relax space for people sit and enjoy tea. Ensure area is tidy and tea cups are cleaned.

Requirements: Tidying, maintaining the vibe, serving tea.

Marketing Surveyor

Duties: Walk through show and ask general public to answer marketing survey.

Requirements: Mature, strong personality, good command of English language, friendly and confident.

Runner/Floater/Host

Duties: Assist in all areas when required; cover breaks for other volunteers in various areas. Those assigned to host will be stationed at front entrance to greet and assist guests.

Show Office Assistant

Duties: Answer telephone, input marketing surveys into spreadsheet, and general public inquiries, assist Show Office Manager, runner and floater when required.

Requirements: Mature, strong personality, good command of English language, good communication skills, confident on the telephone, takes direction easily with limited supervision.



THE
WELLNESS
SHOW

Volunteer Positions & Descriptions

Show Ambassador

Duties: Greet and hand out flyers to general public in the convention center lobby by the ticket booth, raising and communicating awareness for the show.

Requirements: Outgoing, charismatic, energetic, with good command of English. Second language an asset.