



**Alliance of Hispanic Serving Institution Educators (AHSIE)
AHSIE Ambassador Conference Volunteer Responsibilities, Activities, and Time Commitments**

Please review the following committee descriptions. All of the following volunteer activities require excellent communication and customer service skills. If you are interested in serving on one or more of the following standing committees, please return to the Volunteer Page at www.ahsie.org/volunteer/ and fill out the AHSIE Ambassador Volunteer Interest Form.

Assignment	Duties	Skills/Knowledge
AHSIE Store	Assists with the replenishing merchandise, answering questions, packing up inventory at the close of the conference, and problem solving.	Math Skills/Standing
Entertainment	Manage access and assist with special conference reception(s)	Standing
Exhibits	Assist exhibitors by distributing literature, answering exhibitor questions, etc	Standing/Walking
Hospitality	Cover desk by distributing gifts in the registration area	Sitting/Standing
Information	Cover Information Desk in registration area & managing Lost and Found	Sitting/Standing
Meeting Room Assistance	Manage access by staffing volunteer stations, checking room set-ups, distributing signs, counting attendees, & solving problems, introduce speaker and session, keep time, distribute, collect, and turn in evaluations	Problem-solving / Standing / Sitting
Pre-Conference Setup	Assist with moving conference literature, handouts, & conference packets, etc from hotel to conference location and arranging materials for distribution	Sitting/Standing/Lifting
Registration	Cover desk by distributing badges & programs, greeting attendees, answering questions	Sitting/Standing/computer proficiency/ troubleshooting/problem solving/
Transportation	Manage access and provide information about the route to the hotel or other destinations; staff outdoor table and provide directions upon request	Sitting/Standing/logistical coordination/

Updated 10.17.17. May be revised as needed.