



SAN DIEGO
COMMITTEE ON
EMPLOYMENT OF
PEOPLE WITH DISABILITIES

JOBTOBERFEST 2011

Volunteer Duties and Sign-up Instructions

Please READ CAREFULLY

Thank you for your interest in volunteering your time and effort for this wonderful and worthy cause. Jobtoberfest is Thursday, October 6, 2011. Attached you will find a list of Volunteer Job Descriptions and the description of the duties/tasks for each position.

We have a variety of volunteer positions. Please select two tasks, in order of your preference, and note them on the Volunteer Registration Form. If you do not select a specific duty, we will place you wherever you're needed. We will do our best to assign you to at least one of your selected duties, but no guarantees.

The minimum amount of hours to volunteer is one shift. If you are able to be there all day, please mark that selection. If you can only volunteer for a few hours then please select on the sign-up sheet which shift you will be available and what hours you can volunteer, to help so that we may properly place you.

Additionally, volunteers will receive a colored t-shirt to wear while volunteering to make them easily identifiable to job seekers, employers, and community resource providers.

Thank you!

If you have questions or need more information, contact:

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Volunteer Job Descriptions for Jobtoberfest

1. Main Ballroom (Employer Room) Volunteers

Shifts: 8:30 – 2:30 / 8:30 – 11:30 / 11:30 – 2:30

Duties:

- Assist with room set-up. (tables, chairs, signs, lunch area, table cloths)
- Assist with Breakfast /Lunch set-up and monitoring.
- Greet employers, assist employers with finding their tables.
- Monitor the raffle table.
- Greet job seekers and assist with traffic flow.
- Offer water to employers.
- Offer to cover employers' tables during lunch.
- Assist with clean up.

2. Community Resource Room Volunteers

Shifts: 8:30 – 2:30 / 8:30 – 11:30 / 11:30 – 2:30

Duties:

- Assist with room set-up. (tables, chairs, signs, table cloths)
- Greet community resource exhibitors, assist them with finding their tables.
- Greet job seekers and assist with traffic flow.
- Offer water to exhibitors.
- Cover exhibitor tables during lunch period.
- Assist with clean up.

3. Job Seeker Greeters

Shifts: 8:30 – 2:30 / 8:30 – 11:30 / 11:30 – 2:30

Duties:

- Assemble packets for job seekers.
- Assist with signage (Community Resource room, workshops, main sign,)
- Greet employers and escort them to main ballroom.
- Greet community resource exhibitors and escort them to Puppet Theatre.
- Greet workshop presenters, escort them to side room.
- Prior to doors opening, greet job seekers outside, offer them packets, explain layout of event (i.e. some can go to community resource / resume review room first, times of workshops, etc.)
- Greet job seekers – give packets, explain layout of room, remind them of evaluation in packet to be completed at the end of their time at the event.
- Assist with accommodations table – sighted guides, etc.

- Assist with workshops. One to stand at door, to let job seekers in, one to stay inside the workshop, assist with traffic flow and assist speaker with any needs (e.g. water, etc.)
- Monitor water table, ensure cleanliness and safety
- Assist job seekers with completing and submitting evaluations. (Remind job seekers that evaluations will be used for prize drawings)

4. Resume Review

Shifts: 8:30 – 2:30 / 8:30 – 11:30 / 11:30 – 2:30

Duties:

- Sit at resume review area.
- Spend up to 15 minutes with each person, offering suggestions on ways to improve their resume.
- Provide examples of functional and chronological resumes. Provide resources to Career Centers.