



## **CREATING CHANGE VOLUNTEER OPPORTUNITIES**

All volunteers will sign up for specific shifts at the Volunteer Orientation and Training on Sunday, January 20, 2019 at the Detroit Marriott Renaissance Center. Orientation/Training sessions begin at the top of every hour, from Noon to 5:00 p.m. Volunteers who fulfill a four-hour shift at the Creating Change Conference are invited to attend the rest of the day's program at no cost.

**All Volunteers and Host Committee Members** need go to the creating change website ([creatingchange.org](http://creatingchange.org)) and click on the **Wanna-help tab** to sign up as a volunteer.

Once a volunteer has signed up, they will receive a confirmation and an update each month leading up to the conference. During the first week of January, they will receive information on how to sign up for specific areas to help with at the conference. Volunteers will be able to sign up for the shift(s) that best fit their schedule between January 22 and 27, 2019.

### **ROOM MONITORS**

Room Monitors assist with the details that ensure workshops, institutes, academy sessions, trainings and caucuses run smoothly. A Room Monitor will work in every workshop/caucus session on the conference program. We will need to fill approximately 250 four hour shifts to cover all sessions during the conference.

### **REGISTRATION VOLUNTEERS**

Registration volunteers will staff a computer station in the registration area; or will staff the registration bag distribution station. These volunteers must participate in a training to become familiar with our registration database; trainings are offered at the Volunteer Orientation and Training on Sunday, January 20 at the Detroit Marriott Renaissance Center. We will fill approximately 30 four shifts to cover all hours of registration, from Tuesday evening through Sunday morning of the conference.

### **VOLUNTEER DESK OPERATIONS**

Volunteers are needed to assist at the volunteer check-in area. Duties include: distributing room monitor packets, answering questions and, if needed, serving as a room monitor in event of a cancellation by a volunteer room monitor. We will need to fill approximately 12 four-hour shifts.

### **LOCAL INFORMATION/HOSPITALITY TABLE**

Local information/hospitality volunteers should be familiar with Washington D.C. to assist attendees with public transportation systems, dining recommendations, shopping, entertainment, and general and specific LGBTQ-related questions about Detroit. Local information/hospitality volunteers will assist attendees to use Local Information Tablets that will be at the table. Shifts will be available.

### **ART STUDIO SPACE**

Creating Change offers to our attendees the opportunity to create visual art pieces; or to contribute to an all-conference banner. Volunteers are needed to assist visitors to the Art Studio Space; keep the space clean and neat; welcome visitors to the Art Studio Space; and staff the area.

## Creating Change Volunteer Opportunities

### Page 2 of 2

#### **ACCESSIBILITY SERVICES TABLE**

Creating Change provides a variety of accessibility aids and services, including ASL interpreters, electronic and manual wheelchairs, large print program books, and assisted listening devices. Volunteers are needed to staff the table; check out/check in equipment; assist disabled persons with any needs they may have or refer them to conference staff.

#### **ORIENTATION DAY ASSISTANCE**

**Host Committee Members will also be needed** to assist checking and scheduling in volunteers on the day of the orientation, January 20, 2019. Six individuals will be needed from 11:00 a.m. to 3:00 p.m. and six individuals will be needed 2:00 pm to 6:00 pm.

#### **HOSPITALITY SUITES**

These Volunteers will staff the Hospitality Suites. The suites are designed to give attendees a friendly and comfortable place to escape from the crowds and meet other attendees. Food is served, so clean-up is a must. The Hospitality Suites serve youth, elders, disabled, transgender people, people of color, and bisexual people. Assistance in the suites is coordinated by committees that are staffing each suite. **All Volunteers assisting in a Hospitality Suite must sign up on the website to be a volunteer and attend the Volunteer Orientation.**

#### **Volunteer Questions**

Should be sent to Dave Wait, Volunteer Coordinator at [dwait@emich.edu](mailto:dwait@emich.edu)