

Job Descriptions

Greeters

Number of Volunteers Needed: 14

Team Captain: TBD

Co-Captain: TBD

Where: Fairmont Lobby Area

Shift Time: 3:30:00 pm-9:00 pm

Task:

- Welcome Guests
- Direct VIP/Guests to reception room
- Provide directions to VIP reception or the Main Ballroom Foyer
- Provide Assistance to ladies who need help from the escalators
- Greeters should usher guest into main ballroom when doors open
- Thank the guest for coming to the Hispanic Ball

Ball Foyer Doors:

Bring guests inside the ball room to make sure doors are monitored and assist guest/s.
Greeters should be outside of each door to ensure that the doors do not slam.

Greeters assigned to the ballroom doors should have a clear understanding about noise control.

When shift is done contact Team Captain for further assignments

*Ability to stand/walk for extended periods of time

*Attend all Volunteer Meetings

*Ability to provide detailed direction

*Multi-Task Management

*Good Communication Skills (verbal and written)

*Personable & Outgoing