



29TH HISPANIC FOUNDATION BALL



SATURDAY, OCTOBER 20, 2018
THE FAIRMONT HOTEL SAN JOSE



Job Descriptions

Registration

Number of Volunteers Needed: 6

Team Captain: TBD

Where: 2nd Floor

Shift Time: 4:00 p.m. - 7:00 p.m.

Task: Great guest(s)

Locate guest(s) names on the registration list

Provide guest(s) with table number and map of seating

Direct guest(s) where event is taking place

Answer any general questions guest(s) may have or refer them to the Registration Captain

Assist in other areas as needed

When shift is done contact Team Captain for further assignments

*Multi-Task Management

*Attend all Volunteer Meetings

*Good Communication Skills (verbal and written)

*Ability to provide detailed direction

*Personable

*Outgoing