

Job Descriptions

Ballroom

Number of Volunteers Needed: 20

Team Captain: TBD

Co-Captain: TBD

Where: Ballroom

Shift Time: 5:00 p.m. - 9:30 p.m.

Task:

Volunteers should be stationed inside the ball room to make sure doors are monitored and assist guests

One volunteer should be inside and one shall be stationed outside of each door to make sure doors don't slam.

The volunteers assigned to the doors in the ballroom should have a clear understanding about noise control. They need to keep the doors closed and ask people standing by the doors that they need not interrupt the program once it has started.

Assigned volunteer will visit each sponsor table (approximately 75) during dinner time and identify the "Table Captain" or "Company Representative". Thank them by saying, "On behalf of the Hispanic Foundation of Silicon Valley we thank you for your support and participation in our 28th Annual Hispanic Foundation Ball".

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