



## Super Volunteer Duties and Expectations

### **Wanted: SOLAR 2021 Conference “Super Volunteer” Coordinator**

The American Solar Energy Society (ASES) is seeking individual(s) to serve as Super Volunteers for our SOLAR 2021 Conference in Boulder, CO happening August 3-6, 2021. Super Volunteer(s) will receive complimentary registration for the conference, ASES swag, and other benefits to be determined. You'll get to work with a great team of fun, dedicated people and attend a number of conference sessions and networking events. This is a volunteer role and regret that we are unable to provide compensation for room, board, or travel, however; we provide many meals at the conference for no charge. Approximate time commitment is 5-10 hours per week from February 1 - August 6, 2021.

#### **Before conference tasks:**

- Recruit/send reminder emails to past volunteers to sign up
- Outreach to new people/orgs to gather more volunteers and sign them up
- Manage volunteer sign up sheet, ensure those signing up are ASES members and only share promo code for registration once they are confirmed by ASES staff
  - Receive all volunteer info, name, email, mailing address, phone number
- Manage communications with volunteers including: reminder to register for conference, volunteer duty letter, distributing google sheet with duties, etc.
- Manage a spreadsheet of volunteer assignments with dates, times, and duties
  - Keep track of volunteer hours/make sure they hit their 8 hour minimum
- You'll work closely with ASES staff to assist and guide you

#### **During conference tasks:**

- Oversee the volunteer meeting/training and tour of the conference facilities on August 3 in the afternoon
- Oversee a daily sign in sheet at conference for volunteers
- Understand and assist in tech/AV tasks in case AV techs are not available
- Make sure volunteers are at their stations and deal with those who need to make changes on short notice
- Put up signage as needed
- Assist with other duties as needed from ASES staff

#### **Expectations:**

- Recruit a minimum of 30 volunteers for the in person conference (*15 if virtual only*)
- Respond to emails from volunteers and ASES staff within 24 hours
- Attend monthly/biweekly meetings with ASES staff to track progress
- Attend the entire conference August 3-6 from ~8am-5pm daily
- Expertise with using Google Suite (sheets, docs, calendar)
- FLEXIBILITY! In case we need to pivot the conference to being all virtual

**Please contact Conference Director, Carly Cipolla, at [conference@ases.org](mailto:conference@ases.org) if you are interested in taking on this role with “Super Volunteer” as the subject line.**