

Forums Volunteer Description

Forums Volunteers will report to the **HamCation Forums Chair and Assistant Chair**.

Responsibilities and Duties:

- **Purpose:** Assist Forums Chair and Assistant Chair with Forums setup and teardown. Provide support to presenters and forums attendees.
- **Must be able to work with a TEAM that has one goal:** to make the forums presenters and visitors feel at home when at the forums. Be willing to collaborate with others to accomplish this goal. Be willing to accept the guidance and decisions of Forums Chair and Assistant Chair
- **Must be motivated:** Know the layout of the Central Florida Fairgrounds property to be able to direct forums visitors to any place they would like to go (restrooms, Swap's building, Tailgate Check-in, RV Check-in, Forums, etc.). Inspire your teammates.
- **Must be creative and adaptable:** look for solutions to problems that seem insurmountable. Be willing to go beyond what is asked of them and identify opportunities for improvement (solve problems). Be willing to accept that things will change when dealing with forums.
- **Must be dependable and energetic:** must be on time for the shift work that is involved and must be ready to work the entire shift assigned. Also, must be able to carry out tasks efficiently and honestly. Must show enthusiasm about the tasks to be performed, including assisting presenters and visitors to the right tents.
- **Must be patient and compassionate:** must be ready to deal with presenters and visitors who may be first time attendees and are confused. And be willing to show empathy to them as there may be cultural differences as well as language challenges.
- **Must always be courteous and friendly.**

Qualifications:

- An individual with a genuinely positive friendly attitude; people friendly.
- Able to stand for long periods of time and walk short distances frequently.
- Some basic computer skills.
- Know how to run a PowerPoint presentation.
- Have some understanding of audio and video equipment.
- Have some understanding of how YouTube works.
- Be physically able to help with setting up and breaking down tables and chairs.
- Forums Volunteers who have volunteered with us before or at another hamfest are a definite plus.