

2019 Let's Talk LD College Planning and Transition Conference Staff Recruitment - Positions Needed

Thank you for your interest in volunteering at the College Planning and Transition Conference for Students with Learning Differences. As a 100% volunteer-run Social Impact Nonprofit Organization, absent volunteers, Let's Talk LD would not be able to conduct its innovative programs, raise funds, or serve our clients. So we are grateful to you for your willingness to serve. Please review the 2019 Let's Talk LD College Planning and Transition Conference Staff Recruitment - Positions Needed document. After reviewing the document, please complete the Volunteer Application at <http://bit.ly/LTDCC19Volunteer>. Thank You.

TASK	SKILL(S) NEEDED	VOLUNTEERS NEEDED	NOTE
Prep Name Tags	Strong Word-processing Skills; Extremely Well Organized; Ability to perform repetitive tasks efficiently	2	Pre-Conference
Prep Conference Packets	Strong Word-processing Skills; Extremely Well Organized; Ability to perform repetitive tasks efficiently	2	Pre-Conference
Room Set-Up	Ability to lift 15-20 pounds; Ability to follow instructions and read a diagram	6	Pre-Conference
Hospitality-Exhibitors	Warm and friendly personality; a self-starter; excellent problem-solver	2 every 2 hours (10 total)	
Hospitality-Registrants	Warm and friendly personality; a self-starter; excellent problem-solver; quick learner; basic computing skills	5	
Hospitality-Speakers	Warm and friendly personality; a self-starter; excellent problem-solver; quick learner; ability to answer basic audio-visual set-up questions	15	
Audio/Visual Support	Warm and friendly personality; a self-starter; excellent problem-solver; ability to provide audio-visual support services, to include setting up audio-visual equipment for speakers, and managing the session audio and/or video recordings	5	
Social Media Support	Warm and friendly personality; a self-starter; a wordsmith; know your way around social media platforms (esp. Facebook, Twitter, Instagram)	5	
Let's Talk LD Exhibit Table/Membership Coordination	Warm and friendly personality; a self-starter; excellent problem-solver; Ability to perform data entry	1	
Room-Close	Ability to lift 15-20 pounds; Ability to follow instructions; extremely detail oriented	6	Post-Conference

