

# OHA Annual Meeting Volunteer Job Descriptions & Benefits

Volunteers play a significant role in ensuring the OHA annual meeting runs smoothly. If you are interested in volunteering at the 2024 OHA Annual Meeting, please read the job descriptions below and complete the [volunteer application form](#) by **August 30, 2024**. Your completed form will enable us to schedule volunteers in roles and times that work best for each of you.

## General Volunteer Responsibilities

Specific duties vary according to the role, but all volunteers are asked to:

- Wear their OHA Volunteer T-Shirt on the day(s) you are assigned a volunteer role (shirts will be available at the registration table);
- Learn the key locations of conference events (registration, coffee/tea breaks, exhibit hall, breakout session rooms, reception halls, etc.) and be able to direct attendees as needed;
- Have the contact information of the Program Associate & Volunteer Coordinator on hand in case any issues should arise; and
- Answer questions in a helpful and friendly way.

## Specific Volunteer Roles

### 1. Registration Volunteer

**Description:** As a registration volunteer, you will be attendees' first point of contact at the OHA annual meeting. Your job will be to greet attendees as they approach the table, give them their name badge, program, & other materials, and provide directions or answers to questions as needed. Volunteers will not handle sales transactions. The following shifts are available:

	<b>Morning Shift</b>	<b>Afternoon Shift</b>
<b>Wednesday, 10/30</b>	7:30am-12:30pm	12:30pm-5:30pm
<b>Thursday, 10/31</b>	7:30am-12:30pm	12:30pm-5:30pm
<b>Friday, 11/1</b>	7:30am-12:30pm	12:30pm-5:30pm
<b>Saturday, 11/2</b>	7:30am-12:30pm	--

**Benefit:** Registration volunteers who work at least 5 hours will be able to attend the OHA annual meeting for free and will receive a free volunteer T-shirt. When not working their shift at the registration table, volunteers are free to attend sessions of their choice.

### 2. Room Runner

**Description:** Runners will be assigned 3-5 rooms to monitor, both between and during sessions, to ensure that everything runs smoothly during sessions. Specific duties include:

- Before each session, visit each of your assigned rooms to:
  - Ensure that projectors, microphones, and computers are working properly;
  - Introduce yourself to session chairs, inform them of your role, and tell them how to find you if needed during their session; and
  - Make sure the speaker and moderator have fresh drinking water and ask if there's anything else they need.
- During sessions:
  - Quietly look in rooms to make sure all attendees have chairs and get additional chairs as needed;
  - Be available to address any needs that arise in your assigned rooms; and
  - Contact the Program Associate or Volunteer Coordinator as needed to address issues.

**Shifts:**

	<b>Morning Shift</b>	<b>Afternoon Shift</b>	<b>Afternoon 2<sup>nd</sup> Shift</b>
<b>Thursday, 10/30</b>	7:30am-11:30am	1:30pm-5:30pm	--
<b>Friday, 10/31</b>	7:30am-11:30am	11:00am-3:15pm	--
<b>Saturday, 11/1</b>	7:30am-11:30am	11:00am-1:00pm	3:00pm-5:00pm

**Benefit:** Room Runners who work at least 4 hours will be able to attend the OHA annual meeting for free and will receive a free volunteer T-shirt.

**3. Tour/Special Event Ambassador**

**Description:** The tour ambassador will, along with a member of the Local Arrangements Committee, act as a host for attendees of their assigned tour. In dialogue with the Local Arrangements Committee Member, they will: take attendance of attendees to ensure everyone is present before departures, welcome attendees on behalf of OHA, help attendees and the bus driver as needed, and act as a local ambassador. *Note: walking tours may require up to 1 mile of walking each, and sometimes include curbs, sidewalks, hills, stairs, &/or uneven pavement.*

**Information on Available Tours Coming Soon!**

**Benefit:** Tour Ambassadors who are assigned to a tour will be able to attend that event for free and will receive a free volunteer T-shirt. Ideally, this role will be an “add-on” role, taken by a volunteer who is also serving in another volunteer capacity.