

## JOB DESCRIPTION

### Registration desk

<b>Volunteer Name</b>		
<b>EYH Contact Name &amp; Handy No</b>	<b>Francois Aye</b>	<b>0793464712</b>

#### PURPOSE OF THE ROLE

To handout registration envelopes to the girls and check that all items are included. Ask if photo's can be taken. Explain them what to do and where to go to next.

#### KEY TASKS & RESPONSIBILITIES

- 1) Welcome the girls and parents to the conference – identify what language they speak
- 2) Ask for their names, pull out the corresponding envelope
- 3) Hand over the envelope and explain its content - 1 voucher for lunch and schedule
- 4) Ask the girls to fill out the name badges and to hang one around the neck and the other in the box for the tombola.
- 5) Check on the registration list for the workshops chosen against the name and double check language of workshops chosen
- 6) Any problems with the workshop distribution ask them to go to the **HELP DESK**
- 7) Release forms - Ask the parents for signed release forms
  - a. Yes - available– check if it is signed and if photo'(s) of their child can be taken.  
**If refused (no photo)**, ask the girl to place an orange sticker on the name badge holder  
Finally, place signed form in the back of box.
  - b. If the parents forgot to bring the release forms - show them where spare forms can be found and ask them to bring it back to the registration desk
- 8) Tell the girl to go to the next desk to pick up the bag and the lab coat.
- 9) Tell them where the cloakroom/coatroom is to hang up their coats
- 10) Explain where the toilets and that they should go to the auditorium (9 am)
- 11) Finally tell them to enjoy the day
- 12) Please support the EYH committee for other activities as requested