



VOLUNTEER POSITIONS

Facilitators & Note Takers Training Date:

Saturday, May 20th at 10:00am – 1:30pm,

AIDS Foundation of Chicago

200 W. Jackson, Chicago IL

Volunteer Orientation Date:

Tuesday, May 23rd at 1:30pm,

AARP

222 N. LaSalle, Chicago IL

Opening Reception: TUESDAY, MAY 23

Address Scout: (2) *Volunteers needed.* Needed outside to help guide guests find and enter the building.

Food Runners: (2) *Volunteers needed.* Needed to help bring in food into the reception hall.

Clean Up Crew: (2) *Volunteers needed.* Needed to help clean after the reception. *Affinity*

Location: Community Services, 2850 S. Wabash

Time: 5:30pm – 8:00pm

DAY 1: WEDNESDAY, MAY 24

Greeters: (3) *Volunteers needed.* Come help participants find the Summit, greet them on the first floor and guide them towards elevators.

Registration: (4) *Volunteers needed.* Help participants register for the event, pass out name tags and occasionally assist Summit Planners.

Breakfast Help: (1) *Volunteers needed.* 9:30am to 10:30am help make sure breakfast runs smoothly and help clean up after spills and messes.

Lunch Help: (1) *Volunteers needed.* 12:00pm to 1:30pm help set up lunch and take down breakfast and general clean up

Time Keeper: (1) *Volunteers needed.* Responsible for keeping sessions and activities running on time.

Stage Manager: (1) *Volunteers needed.* Help make sure Auditorium speakers and presentations

run smoothly.

Speaker Assistants: (2) *Volunteers needed.* Greet speakers and assist them throughout the day with any special needs or request.

Discussion Facilitators: (4) *Volunteers need.* Guiding conversations around given topic and asking questions to continue the discourse.

Note Takers: (4) Will assist along with Discussion Facilitators by taking notes, listening to themes. Must be able to stand for long periods of time, can write legibly and be good listeners.

Location: ARRP, 222 N. LaSalle

Time: 9:00am – 4:30pm

DAY 2: THURSDAY, MAY 25

Greeters: (3) *Volunteers needed.* Come help participants find the Summit, greet them on the first floor and guide them towards elevators.

Registration: (4) *Volunteers needed.* Help participants register for the event, pass out name tags and occasionally assist Summit Planners.

Breakfast Help: (1) *Volunteers needed.* 09:00am to 10:30am help make sure breakfast runs smoothly and help with general clean up

Lunch Help: (1) *Volunteers needed.* 12:00pm to 1:30pm help set up lunch and take down breakfast and general clean up

Time Keeper: (1) *Volunteers needed.* Responsible for keeping sessions and activities running on time.

Stage Manager: (1) *Volunteers needed.* Help make sure Auditorium speakers and presentations run smoothly.

Speaker Assistants: (2) *Volunteers needed.* Greet speakers and assist them throughout the day with any special needs or request.

Discussion Facilitators: (4) *Volunteers need.* Guiding conversations around given topic and asking questions to continue the discourse.

Note Takers: (4) Will assist along with Discussion Facilitators by taking notes, listening to themes. Must be able to stand for long periods of time, can write legibly and be good listeners.

Location: ARRP, 222 N. LaSalle

Time: 9:00am – 5:30pm

For more information, please email prideactiontank@aidschicago.org.