



2023 LWML CONVENTION
June 22-25, 2023
Milwaukee, Wisconsin

Open HC positions with basic descriptions
as of November 14, 2022

- Nursery (6 Months – 4 Years) Director
- Primary (5 – 8 Years) Director
- Intermediate (9 – 12 Years) Director

The Job Description is the same for all three Child Care Directors:

- Create lesson plans including possible timetables and include age-appropriate activities for each day.
 - Work with Child Care/Youth Committee Chairman to select possible field trip/servant events for approval by CM.
 - Supervise assigned age group for two (2) days of convention.
- Food Services Committee Chairman
 - Oversee and support three (3) directors: Hostess Scheduling, Server Liaison & Special Meals, and (Mealtime) Traffic Supervisor.
 - Along with (Mealtime) Traffic Supervisor Director, prepare reports, assign volunteer workers for convention, and distribute paperwork.
 - In consultation with Food Services Manager (FSM), review and obtain approval for letter to be sent to attendees with special dietary needs.
 - Write Table Prayers that are to be reviewed by the HC Pastoral Counselors. Once approved, print, and bring to convention for the plated meals.
 - Hostess Scheduling Director
 - Contact and schedule workers for Food Services Committee.
 - Schedule hostesses who will check badges at the dining room entrances.
 - Place prayer cards/sheets on tables before meals are served.
 - If assigned to a Special Interest Meal, place 3x5 cards and pencils on table to be used for writing questions for speakers. If asked, assist in handing cards to speaker's host. Retrieve unused cards after lunch is over and return to Properties Room.

- (Mealtime) Traffic Supervisor Director
 - With assistance from Food Services Committee Chairman, request needed workers from Worker Scheduling Director.
 - Schedule hostesses for the various tasks needed for each meal.
 - In consultation with the Food Services Manager (FSM), gather information to instruct hostesses prior to each meal on how to perform their various tasks, including having a continuous flow of traffic into the dining areas.

- District Charter Motorcoaches Hostess Director
 - Receive information from the Convention Manager (CM) regarding which districts are travelling via motorcoach, the number of motorcoaches, and arrival times.
 - Communicate with the Worker Scheduling Director on a regular basis to make sure you have an adequate number of workers for your responsibility.
 - Greet motorcoaches at convention center giving any instructions needed, i.e., direct motorcoach passengers to entrances, elevators, Gifts from the Heart locations, etc.

- Hotel Greeters Director
 - After conferring with the Housing Manager (HM), contact hotels to ask permission to put a welcoming table in the lobby/foyer the day before and the day of convention.
 - Welcome guests at hotels and give directions for finding transportation to the convention center, restaurants, stores, etc.
 - Assist guests with any questions about convention or the hotel (found in Information Book).
 - Set up and take down table, easel with signage, candy, manual, etc.

- Hotel Shuttle Buses Director
 - Coordinate with Convention Manager (CM) and Transportation and Tours Manager (TTM) regarding the daily hotel shuttle bus schedules to and from convention center.
 - Assemble and direct people to their hotel shuttle bus as needed.
 - Be on-site, especially at night when convention programming is completed.
 - Give schedule to Information Kiosk Director for inclusion in Information Book.

- VIP Drivers Director
 - Welcome VIPs at airport; assist with any needs necessary for transportation.
 - Coordinate VIPs arrival flights with drivers.
 - Stay in contact with Airport Greeters concerning arrivals of VIPs. Check if VIP Drivers can park for free in cell phone parking lots.
 - Respond accordingly to any changes, such as lost luggage, delays, change of flights, etc.

- Inventory & Acquisitions Control Director
 - Attain some knowledge of local businesses in convention city for property requests and convention needs.
 - Become familiar with Properties | Audio Visual | Electrical (PAVE) form and be aware of what items can be rented, borrowed, or purchased as the last resort as requested from the Host Committee (HC) and LWML committees for displays, etc.
 - Retrieve needed supplies during convention.
 - Return borrowed and rented supplies after convention.

- Properties Room Director
 - Organize Properties Room in anticipation of workers' needs throughout the convention.
 - Keep records of properties brought into convention center.
 - Deliver supplies to specified areas at the convention center.
 - With assistance from Properties Committee Chairman, request needed workers from Worker Scheduling Director.
 - Communicate with the Worker Scheduling Director on a regular basis to make sure you have an adequate number of workers for your responsibility.
 - Schedule workers for Properties Room. Refer to previous convention worker schedule for reference.
 - Schedule sign placement and pick up each day.
 - Retrieve properties when no longer needed.
 - Assist with inventory of signs and proper packaging.