**Volunteer Jobs**

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| **Job Name** | **Description** | **Person Assigned** | **Time** |
| **Front Entrance Greeter** | Welcome people at the front entrance and tell them which way to go. |  | 11:30am -1:30pm |
| **Back Entrance Greeter** | Welcome people at the back entrance and tell them which way to go. |  | 11:30am -1:30pm |
| **Catering Assistant 1** | Assist Muslim Women's Council of Victoria with serving the food |  | 11:30am -  1:30pm |
| **Catering Assistant 2** | Assist Muslim Women's Council of Victoria with serving the food |  | 11:30am -  1:30pm |
| **Registration Table Assistant 1** | Tick people off the registration list and give them a lanyard and a program booklet | Ferina Bhaidani | 11:30am - 1:30pm |
| **Registration Table Assistant 2** | Tick people off the registration list and give them a lanyard and a program booklet |  | 11:30am - 1:30pm |
| **Registration Table Assistant 3** | Tick people off the registration list and give them a lanyard and a program booklet |  | 11:30am - 1:30pm |
| **Registration Table Assistant 4** | Tick people off the registration list and give them a lanyard and a program booklet |  | 11:30am - 1:30pm |
| **Workshop Selection Assistant 1** | Help people select a workshop and add them to a workshop list |  | 11:30am – 1:30pm |
| **Workshop Selection Assistant 2** | Help people select a workshop and add them to a workshop list |  | 11:30am – 1:30pm |
| **Registration Table**  **Attendant 5** | Catch any late comers or early goers (ask for feedback survey) |  | 1:30pm -2:30pm |
| **Registration Table**  **Attendant 6** | Catch any late comers or early goers (ask for feedback survey) |  | 1:30pm -2:30pm |
| **Registration Table Attendant 7** | Catch people on the way out (ask for feedback survey) |  | 2:30pm - 4pm |
| **Registration Table Attendant 8** | Catch people on the way out (ask for feedback survey) |  | 4-4:45pm |