



Volunteer Information

The USOC is requesting dedicated volunteers to support and assist with the preparation, implementation and execution of various duties for the 2017 Team USA Media Summit. The USOC looks for people who are positive, energetic, outgoing, assertive, resourceful, and who enjoy working in a fast paced, dynamic team environment. Volunteers must present a professional appearance and mannerism.

Duties and Responsibilities:

Volunteers will have multiple duties and responsibilities, including:

- Assisting the USOC staff by loading/unloading and/or set up/tear down of USA operational areas which may require lifting boxes and equipment of 50 pounds or more, moving, loading and unloading.
- Keeping the Team USA Media Summit areas clean and tidy, directing guests to the correct rooms, answering questions.
- Tasks that include knowledge of local businesses, contacting and locating those businesses in the event outside resources are necessary. Some examples would be locating a hardware store to obtain supplies, calling a local business to schedule business needs such as printing, photocopying, assisting with making dinner reservations or assisting with scheduling of tourist events.
- Each volunteer is responsible for keeping a professional manner during the event. Taking pictures with or asking for autographs is strictly prohibited and is grounds for immediate dismissal from duties.
- Other duties as assigned

USOC REQUIREMENTS

General Dates:

Volunteers will assist in the daily business at various operational areas for the duration of the 2017 Team USA Media Summit. Additionally the volunteers' service may be required prior to the event for set up, or after the conclusion of the event for tear down. The main event dates are September 24-27, 2017.

Time Commitment:

Volunteers will work in different shifts, depending upon their assigned specific work location. These shifts could begin as early as 8:00 am and they could end as late as 10:00 p.m. Shift duration can vary but most will be scheduled from 8 a.m. – 1 p.m. and from 1 p.m. – 6 p.m. However, volunteers may work the entire day if so desired. We will work to create schedules that match the availability of the volunteers, understanding that volunteers may have other outside commitments.

Reporting Structure:

Volunteers work with all USOC staff in specified operational areas and report to the assigned supervisor of that area.

Attire:

The attire for this event is business casual. Volunteers will be issued a shirt at volunteer check in.

Individual Requirements:

- Must be at least 18 years of age
- College education preferred
- Strong verbal skills
- Strong organizational skills
- Motivated, enthusiastic and positive
- Team player
- Ability to remain professional around high profile athletes and celebrities

Media Summit Operational Areas

- **Media Registration** –Volunteer assistance is needed on September 24-27 in the Media Registration portion of the Media Summit. Responsibilities include media accreditation of all media participants registered to attend as well as gift bag handout. The media registration area is where the media will form their first impressions of the event so friendly, enthusiastic, supportive volunteers are important for this role. Coordinator for this session will be the USOC's **Peggy Manter**.
- **Athlete Registration/Hospitality** – Once athletes arrive this will be their first stop to check in and gather their schedule and other information. This person ensures the athletes receive a first-rate experience while participating in the 2017 Media Summit. Friendly, enthusiastic, supportive volunteers not easily star-struck are the type of volunteers needed to fulfill this position. Coordinator for this session will be the USOC's **Lisa Reliford**.
- **Broadcast Sessions** – The broadcast session includes television/broadcast entities. Athletes (up to 20 per session) rotate through each interview opportunity. Volunteers will assist in rotating athletes through broadcast groups and communicating with the media regarding the schedule to keep things moving. Coordinated by the USOC's **Brittany Davis**.
- **Photo Sessions** - The photo session includes photo agencies, newspapers and magazine photo personnel situated in 8 ft. x 8 ft. photo booths as athletes (up to 20 per session) rotate through each photo opportunity. Volunteers will help with rotating athletes through photo stations communicating with the media to keep on schedule. Coordinator for this session will be the USOC's **Jon Mason**.
- **Press Conferences / Roundtables** - Press Conferences are for written press attending the Media Summit and usually involve the higher profile athletes. Volunteers will help assist in maintaining schedule, getting athletes ready for appearance on stage, serving as microphone runners, providing assistance to media and to guide overall process. Roundtable sessions are for written press attending the Media Summit and involve those athletes not participating in the press conferences. As many as 20 athletes are strategically placed throughout a room as media cycle through each different roundtable to gather quotes, information and key notebook-type material. Coordinator for this session will be the USOC's **Lindsay Hogan**.
- **Directional Runners** - The Media Summit has sessions situated all throughout the Grand Summit Hotel. The volunteers in this position will help with the rotation of the athletes between sessions and help to guide them to the correct location. These volunteers will also be used as runners and help troubleshoot to other needed positions throughout the event. Coordinated by the USOC's **Mike Beagley**.
- **Social Media Lounge** – The Media Summit will be hosting a Social Media Lounge. Volunteers will help with rotating athletes through the lounge and communicating with the media to keep on schedule.
- **Demo night** – The Media Summit will have a demo night on Monday, September 25. These volunteers will help with load buses, check credentials and assist everyone in getting to the correct location.
- **Set Up & Tear Down** - Assisting the USOC staff by loading/unloading and/or set up/tear down of USA operational areas which may require lifting boxes and equipment of 50 pounds or more, moving, loading and unloading.
- **Floaters** – These volunteers could be placed in any of the above positions based on needs as they arise.