



## AAM Meeting Office Assistant

- General Duties:** Assist with the monitoring of this room to ensure that supplies and equipment are safeguarded when staff is not in the room. While this is a very important job, it can be slower than others. Feel free to bring a book or other busy work.
- Location:** Please check-in at the Volunteer Office, Room 340A at least 15 minutes prior to the start time of your shift. Don't forget to allow time for traffic, parking, and to walk from your car to the Volunteer Office.
- Dress:** Please wear your AAM Volunteer T-shirt with khaki pants or skirt and comfortable shoes. If you bring a jacket or sweater, please bring one that opens in the front as to not hide your Volunteer T-Shirt. If you do not obtain a shirt before the day of your shift, you can get one in the Volunteer Office, Room 340A before you begin work.
- After Your Shift:** Please return to the Volunteer Office, Room 340A, to check-out and for any final information regarding your next shift, your convention day-pass, etc.