



OPEN HOUSE VOLUNTEER JOBS

OLLI at UNLV holds two Open Houses each year: one each before the start of the fall and spring terms. Volunteers are needed to complete various jobs during the Open House.

Below is a description of the jobs:

POSITION	DESCRIPTION
Directional	Volunteers are placed at strategic positions near the door to provide direction to the second floor ballroom, the site of the Open House.
Grid, Map & Bag Distribution	Hand members materials before they enter the ballroom. The materials include the class grid and a floor plan of the Open House – all within a bag
Floater	Wear a Red Shirt and an “Ask Me” button. Circulate throughout the ballroom and answer questions posed by attendees. The most frequent questions relate to navigating the ballroom.
Administrative Table	Help members fill out forms and confirm the information provided with Student Assistants.
Membership Table	Information about OLLI membership is provided. Information available at the table includes Member Orientation schedule and the document, Maximize your Membership Opportunities.
Committee Tables	Each standing committee has a table where a committee representative will provide information about the committee and sign up prospective committee members.

The Open House is held at the UNLV Student Union on a Saturday.