



**Wednesday, October 25 and Thursday, October 26, 2017
7:00 AM to 5:00 PM**

San Diego Marriott Marquis & Marina
333 W Harbor Dr.
San Diego, CA 92101

VOLUNTEER OPPORTUNITIES

San Diego Housing Federation's [2017 Annual Affordable Housing and Community Development Conference](#) will take place on Thursday, October 26, 2017 with [Pre-Conference Institutes](#) on Wednesday, October 25, 2017.

Each year, the San Diego Housing Federation brings together the region's housing and community development leaders and professionals for the county's only day-long conference dedicated to building and preserving affordable homes and vibrant communities.

Volunteer opportunities include:

Registration Attendant

Registration attendants will check in guests, hand out conference materials, collect payment where applicable, point guests to workshop locations, etc. Registration Attendants are the first face of the conference and should be able to handle tasks smoothly as many attendees arrive at the same time.

Room Monitor

Room monitors will be assigned to a room housing a particular breakout session in one of six tracks of the conference: Design & Development, Supportive Housing, Policy and Advocacy, Cultivating the Sector, Emerging Trends, and Housing Finance (there are 3 workshops in each track). Volunteers can request a certain track of interest on a first come, first served basis. Room Monitors will arrive early to the workshops and stay until attendees have left. They will introduce themselves to the workshop moderator, encourage attendees to fill out and return evaluation forms, place speaker name cards on the head table, note the closest restrooms to the room, record the number of attendees in the session, etc.

Time

Must be available from **7:00 AM to 5:00 PM**. You can split the shifts, and work just the morning or just the afternoon, we will appreciate any time you have to offer. The first 30 minutes will be to check in with Event Coordinator and get a brief tutorial on the event and structure.

If you are available all day, you may start at Registration and move to room monitoring. However we will still need 1-2 volunteers at the Registration tables at all times after the morning rush. **Any** volunteer may also be asked to assist with set up or miscellaneous tasks that arise during the day. Thank you in advance for helping us make the day run smoothly!

Volunteers will be provided with breakfast, lunch, and the opportunity to learn about the topics and/or event planning in general. SDHF can provide letters of appreciation or credit for hours. Volunteers should be dressed appropriately in business attire. They should be articulate, customer service oriented, and able to take direction. We welcome students and professionals interested in affordable housing, urban studies/planning, and/or event planning.

If you are interested in volunteering, please email Sarah Buchanan Mirabelli, Director of Events and Membership by **September 29, 2017** at sarah@housingsandiego.org with your contact information and availability for the dates of **October 25 and 26**.