



RubyConf Volunteer Factsheet

Volunteers may troubleshoot, answer questions, and be cheerful faces for the conference. Volunteers are expected to be familiar with the conference schedule, events, and other areas that will create a positive conference experience.

Volunteer Details and Responsibilities

Conference Structure:

- Day 0 - Load-in day (no attendees)
- Day 1 - First day of conference - Focus on Presentation Talks
- Day 2 - Hack-a-thon (AKA Hack Day), Workshops, Community-based Activities
- Day 3 - Last day of conference - Focus on Presentation Talks - Pack-up and Load-out

What we offer Volunteers:

- Gifted ticket
- Conference themed staff t-shirts
- Breakfast when working AM shift
- Lunch and snacks daily
- **What we don't offer:** accommodations or transportation

***We cannot guarantee parking pass coverage*

What we seek in Volunteers:

- Must be **18 years+** to volunteer
- Mandatory attendance for Day 0 - Load-in day for registration assistance, all-hands meeting, and site tour
- Reliability and Flexibility
- Volunteer up to 10 hours
- Attend the virtual Volunteer Onboarding (dates will be announced after acceptance)
- Agree to the [Volunteer Release & Waiver of Liability](#)
- Acknowledge and adhere to the [Volunteer Policies and Guidelines](#)

The schedule is assigned by the Operations Manager and Events Production Team once all Volunteers are onboard. Questions? Email rubyconf@rubycentral.org



Volunteer Roles and Responsibilities (subject to change)

Registration Ambassador- (3 hours/per day) Welcome conference attendees; Assist attendees with check-in; Distribute badges, lanyards, and other swag items; Answer any general questions; Handle any registration issues (i.e., purchasing upgrades, reprinting a badge).

Wayfinding Ambassador- (3 hours/per day) (indoors/outdoors) Help attendees find where they need to go. To and from the hotel to the convention center or finding their way around the different rooms in the convention space.

Hack Day Monitor- (2 hours) Help attendees find where they need to go in the Hack Day spaces. Work together with the Hack Day leaders.

General Help- (2 hours/per day) Serve as Info Desk (located: Registration Desk) where attendees can inquire about other things related to the locale or conference (i.e., local maps, nearby restaurants, conference speakers, conference events, etc.).

Speaker Hunter- (3 hours/per day) Assist the Speaker Liaisons with finding speakers so that they do not miss their rehearsals or their speaker timeslot. Also assist in finding the Program Committee member that will be introducing the speaker before their talk.

Session Room Greeter- (1 hour) Be a welcoming face and host to the community as they enter the session space(s). You'll be helping to usher and greet attendees into seats, answer questions for attendees, and possibly be an additional set of hands for the production team assigned to the specific room.

Swag and T-shirt Distribution- (2 hours) Located at the Ruby Central Booth - assist with dispersing T-shirts to attendees who have reserved a shirt. Volunteers will help with set up, organization, dispersing, and marking inventory of shirts distributed. Being at the Ruby Central Booth, you may also be requested to serve as a general help guide and answer questions about Ruby Central or RubyConf events.

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