



**Wednesday, October 9, 2019**

**6:30 AM to 5:30 PM**

**Thursday, October 10, 2019**

**6:30 AM to 6:30 PM**

Hilton San Diego Bayfront

1 Park Boulevard

San Diego, CA 92101

## **VOLUNTEER OPPORTUNITIES**

San Diego Housing Federation's [Annual Affordable Housing and Community Development Conference](#) will take place on Thursday, October 10, 2019 with Pre-Conference Institutes on Wednesday, October 9, 2019. This year, we look forward to hosting you at the Hilton San Diego Bayfront.

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.

San Diego Housing Federation's Annual Affordable Housing & Community Development Conference brings together more than 500 developers, builders, architects, lenders, property managers, service providers, elected, agency officials, staff, residents, and community and business leaders to share innovative approaches to affordable housing, community, and economic development.

### **VOLUNTEER DUTIES INCLUDE:**

1. Registration Attendant
2. Room Monitor
  - Room Monitor 1
  - Room Monitor 2

### **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, Communications and Marketing, 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 Monitor 1**

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 in case someone asks and record the number of attendees in the session.

#### **Room Monitor 2**

Room Monitors will arrive early to the workshops and stay until attendees have left. They will act as guide to and from workshop locations, note the closest restrooms to the room in case someone asks, and assist Room Monitor 1.

### **TIME COMMITMENT**

Must be available from **6:30 AM to 5:30 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 Volunteer 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!

### **BENEFITS**

Volunteers will be provided with breakfast, lunch, and the opportunity to learn about the topics presented at the conference and/or event planning in general. SDHF can provide letters of appreciation or credit for hours.

### **LOCATION AND PARKING**

[Hilton San Diego Bayfront](#)

1 Park Boulevard

San Diego, California, 92101

**Self-parking** is available at the conference hotel, Hilton San Diego Bayfront. Self-parking will cost \$12 and \$16 for valet parking at the hotel, **but we'll cover your parking as a volunteer (self-parking at the Hilton San Diego Bayfront only).**

### **ATTIRE**

Business Professional attire is appropriate. Please wear comfortable shoes, as you will be standing and walking for portions of the day. Volunteers 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.

### **APPLY**

If you are interested in volunteering, please email Sarah Buchanan, Director of Events and Membership by **September 27, 2019** at [sarah@housingsandiego.org](mailto:sarah@housingsandiego.org) with your contact information and availability for the dates of **October 9 and 10**.