

**SPECIALTY COFFEE**  
**EXPO**  
CHICAGO APRIL 12-14, 2024

**Event Workers Job Descriptions and Benefits**

**Registration Coordinator**

As the Registration Coordinator, you will be responsible for overseeing exhibitor and attendee registrations. Previous experience in this area is highly desirable.

**Key Responsibilities:**

- Participation In temporary staff training
- Registration area set up & pack up
- Provide excellent customer service
- To be knowledgeable about the show and be able to give the appropriate information
- Answering show questions and being the main point of call for all registration Volunteers
- Report any issues to Event Managers if and when necessary

**Requirements:**

Must be available to work Tuesday to Sunday (6 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)

Total pay: \$1350

Breakfast & Lunch provided on site

**Info Desk Manager**

As the Info Desk Manager, you will be the first impression for Expo attendees and exhibitors and oversee temporary staffers assigned to occupy the desk. Previous experience in this area is highly desirable.

**Key Responsibilities:**

- Participation In temporary staff training
- Information area set up & pack up
- Provide excellent customer service
- To be knowledgeable about the show and be able to give the appropriate information
- Answering show questions and being the main point of call for all Information Desk temporary staffers and volunteers

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**Requirements:**

Must be available to work Tuesday to Sunday (6 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)  
Total pay: \$1350  
Breakfast & Lunch provided on site

**Event Support Coordinator – (4 positions available)**

As an Event Support Coordinator, you will be supporting Workshops and Cupping Exchange. You will be a main contact for all volunteers to these areas.

**Key Responsibilities:**

- Area set up & pack up
- Water distribution
- Equipment set up
- Small freight movement
- Supply Management
- Room Turnovers
- Directing of Volunteers
- General area maintenance
- Dishwashing oversight
- Assisting with any additional duties to support the Event Managers and those Leading the Workshops and Cupping Exchange
- Report any issues to Event Managers if and when necessary

**Requirements:**

Must be available to work Tuesday to Sunday (6 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)  
Total pay: \$1125-\$1350  
Breakfast & Lunch provided on site

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**Cupping Exchange Manager**

As the Cupping Exchange Manager, you will be working with the support of the Event Support Coordinator to run the Cupping Exchange.

**Key Responsibilities:**

- Area set up & pack up
- Water distribution
- Equipment set up
- Small freight movement
- Supply Management
- Room Turnovers
- Directing of Volunteers
- General area maintenance
- Dishwashing oversight
- Assisting with any additional duties to support the Event Managers and those Leading the Workshops and Cupping Exchange
- Report any issues to Event Managers if and when necessary

**Requirements:**

Must be available to work Wednesday to Sunday (5 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)  
Total pay: \$1125  
Breakfast & Lunch provided on site

**Show Office Manager**

As the Show Office Manager, you will be the main support to attendees and exhibitors with regards to Specialty Coffee Expo.

**Key Responsibilities:**

- Area set up & pack up
- To provide excellent customer service
- Being knowledgeable about the show: answering show questions, awareness of the schedule of events, show details and the general show layout.
- Assist attendees and exhibitors with their needs.
- Directing of Volunteers

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**CHICAGO** **APRIL 12-14, 2024**

**Requirements:**

Must be available to work Wednesday to Sunday (5 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)  
Total pay: \$1125  
Breakfast & Lunch provided on site

**Coffee Service Manager**

As the Coffee Service Manager, you will be supporting the Fair-Trade coffee service and Community Lounge. The main focus being within these area coffee service and any needs the area has being covered.

**Key Responsibilities:**

- Area set up & pack up
- Water distribution
- Equipment set up
- Small freight movement
- Supply Management
- Directing of Volunteers
- General area maintenance
- Dishwashing oversight
- Assisting with any additional duties to support the Café Manager
- Report any issues to Event Managers if and when necessary

**Requirements:**

Must be available to work Wednesday to Sunday (5 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)  
Total pay: \$1125  
Breakfast & Lunch provided on site

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**Volunteer Longue: Check-In Coordinator**

As the Volunteer Check-In Coordinator, you will be mainly responsible to support the all the volunteers who come and support the event. You will be the first-person volunteers interact with and you will be there to get them set up for the day, show them where and who they need to go to. Also supporting area leads with volunteers and checking that they have all the necessary support that they need.

**Key Responsibilities:**

- Area set up & pack up.
- Welcoming Volunteers and helping them find where they need to go.
- Check in and Check out Volunteers.
- Volunteer Logistics – Moving volunteers and helping assist areas with volunteers when and if needed via a WhatsApp channel.
- Have good knowledge of the show floor.
- Help answer any questions.
- Distribute t-shirts.
- Moving volunteers around to support those areas that need it.
- General lounge maintenance.
- Report any issues to the WOC Team if necessary.

**Requirements:**

Must be available to work Wednesday to Sunday (5 days total)  
10 hours per day

**Pay & Benefits:**

Flights and Lodging included (for international applications, flight benefits will vary, and may incur additional costs)

Total pay: \$900

Breakfast & Lunch provided on site

**The closing date for Event Worker positions will be January 31, 2024.**