



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	Event Registration Assistant
Job Type	Volunteer (multiple positions available)
Commitment Type	Ongoing - Appointments made for (and possibly renewed) one calendar year at a time.
Reports To	VP of Membership
Objective	To provide assistance wherever needed during PMI-PPRC events to ensure members have a positive experience.
General Duties and Responsibilities	<ul style="list-style-type: none"> • To assist with event registration setup • To assist with registrant sign-in • To provide assistance to event attendees • To assist with attendance update of online records
Qualifications and Requirements	Must be a PMI PPRC Member
Times Needed and Place of Work	Approximately 30 minutes before the start of the monthly chapter meeting to assist with setup and registration of attendees
Time Commitment	Estimated at 1-3 hours / month
Activity/Time Reporting	It is the volunteer's responsibility to track the activities performed in their volunteer role. Reporting is done via completing the "volunteer" activity report, which can be found on the "volunteer" page on the website.
PDU's available:	<ul style="list-style-type: none"> • PDU category: 5B • Time in service 12 months: 5 PDUs • Time in service 6 months: 3 PDUs • Time in service 3 months: 1 PDU • Refer to PMI PDU category limits for caps and limits associated with your certification
Special Considerations	none
Contact Information	VP_Membership@pmipprc.org