



# Project Management Institute New York City Chapter

## Volunteer – PDD – Registration

### Description

The volunteer reports to the Registration Lead within the PDD Program. The individual must have ....., and be willing to attend ..... in-person meetings with other PDD volunteers. [please expand as applicable]

### Program Goals

To assist with the registration process the day of the event, and to assist in responding to questions that surface from potential attendees, vendors, etc..

### Responsibilities

- Attend .....
- Provide .....
- Research answers to questions that couldn't be answered., and advise the submitter

### Skills Required

- Adherence to schedules (showing up as per commitments for scheduled sessions)
- Self-motivated and people skills

### Commitment Required

- 1- 2 hours per week, plus time to research answers to questions; plus attending the event.
- Arrange
- Length of time an individual should hold the position: No less than 1 full PDD cycle