



## **INTERN VOLUNTEER DETAILS SMA ANNUAL SEMINAR 2022 HOLLYWOOD BEACH, FL**

### **REQUIREMENTS OF POSITION**

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Attend two hour-long orientation conference calls scheduled in the months leading up to the Seminar. *Interns must plan to arrive at the host hotel, Margaritaville Hollywood Beach Resort, by early afternoon Saturday, February 12<sup>th</sup> and stay until Friday, February 18<sup>th</sup>.*

Interns will be expected to assist in promotion prior to seminar as well as work during all shifts as directed for registration, production, fundraising, and catering.

There will be some lifting and carrying involved with this position, consisting mostly of setting up and moving video monitors and boxes, up to 75 pounds.

*Please notify Devin Keyes if you have concerns or questions.*

### **PROVIDED BY SMA**

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SMA will book and pay room/tax for a same-gender shared hotel room from Saturday through Thursday nights.

SMA will cover all Seminar registration costs and meals during working hours for all volunteers. SMA will also provide transportation to the off-site evening event.

*Please contact Devin Keyes with any special accommodation needs.*

### **PROVIDED BY STUDENT**

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Interns will be responsible for arranging and paying for their transportation costs to the Seminar.

Individual interns are responsible for all incidental personal expenses.

## **JOB FUNCTIONS**

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Interns will assist with set up, staffing, and tear down of attendee registration desk, and all other Seminar events and educational sessions, including off-site tours and/or dinner events. Responsibilities include handling and watching over expensive equipment that will require vigilance and care to prevent damage. Some of this equipment will require lifting and set up with SMA staff direction.

## **DRESS CODE**

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Interns are expected to dress “professional casual” both on and off shift. Long pants and collared shirts are appropriate. Jeans, shorts, t-shirts, exercise clothing, and casual tops are not acceptable. Casual and clean comfortable shoes are fine, but no flip-flops, you will be doing a lot of standing and walking.

You are there to represent yourself professionally to 500 potential employers. If you have any doubt whether an item of clothing is appropriate, chances are it is not.

## **PERSONAL AND PROFESSIONAL ETHICS**

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Professional behavior is required, on and off duty. We expect you to be on time for work shifts, and demonstrate positive demeanor, and professional language at all times. You are there to network professionally, not personally. Avoid cocktail conversations with members. Keep your topics brief and relevant. Don’t hesitate to ask to be introduced to a member.

The Seminar includes functions where alcohol will be served. You will be given direction at an individual event if it is appropriate to have a drink. SMA will immediately terminate your volunteer services if you are intoxicated or under the influence of any illegal substance, regardless of whether you are working at that time.

After hours noise complaints or hotel violation related reports will not be tolerated. A second complaint will result in you being required to leave the hotel and the Seminar at your own expense.

## **DISMISSAL FROM PROGRAM**

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Any violation of this agreement may, within the sole discretion of the SMA, result in dismissal from the Intern Program and expulsion from the Seminar and the Seminar hotel at the intern’s expense.

I have read, understand, and agree with all the above standards and requirements to participate as a volunteer intern for the SMA Seminar.