

Job Descriptions for 2025 CWAJ Print Show Volunteers

Sub Committee	Job Title	Job Description	Training
Show Managers	Set Up	Help Heart & Art staff set up.	No
	Take Down	Help Heart & Art staff take down.	No
	Concierge	Attend print display rooms for safe-guarding.	No
Treasurers	Treasurer's Assistant	Make cash advance at the beginning of Cashier's shifts and help Cashiers reconcile their accounts at the end of their shifts.	No
Products Sales	Products Sales Associate	Process the product sales transaction with Square Terminal. (Process customer orders by entering information & their choices into the terminal. Handle credit cards, cash and Transportation Electric money.)	Yes
	Products Sales Assistant	Support Sales Associate. (Assist with the sales transaction where appropriate.)	No
Hands on Art	HoA Table Volunteer	Introduce the HoA program and the tactile prints etc. to guests not signed up. (As for signed-up VI guests, VVI volunteers will be in charge.)	No
Art Managers	Art Manager Assistant	Help at the Art Manager's table to give prints available for immediate sale to customers. No experience is needed, just a friendly smile. You will have a partner and have fun making customers happy!	No