

「2017 年亞太國際教育協會年會暨教育展」志工招募

【APAIE Conference & Exhibition 2017】 Call for Volunteer

志工招募說明 Brief introduction for volunteer recruited

招募對象： Volunteer	(1) 本校在學學生年滿 18 歲以上 (2) 具備熱情以及中文、英語及其他外語溝通能力 ➢ Aged above 18 ➢ Can speak Chinese, English and other foreign languages like German, French, Japanese, Korean, Tai, Malaysia, and Russian
招募名額： Vacancies	10 位正取、5 位備取 (total 15) 10 Volunteers recruited and another 5 volunteers on the waiting list
服務期間： Period	2017 年 3 月 20 日(星期一)至 3 月 23 日(星期四)【須 4 日全程參與】 March 20 th (Mon.) to March 24 th (Thu.), 2017 (Need to participate 4 days)
服務地點 Location	高雄展覽館 (806 高雄市前鎮區成功二路 39 號) Kaohsiung Exhibition Center No.39, Chenggong 2nd Rd., Qianzhen Dist., Kaohsiung City 80661, Taiwan (R.O.C.)
服務時間：(概估) Volunteer Time	08：00-18：00 08：00-20：00 (餐宴組 Banquet group)
志工權利： Volunteer Right	(1) 服務期間提供公共意外責任險 (2) 獲選志工為無給職 (3) 服務期滿由大會授予志工服務證書 (4) 培訓課程和服務期間提供餐飲 ➢ Have public liability insurance while service in ➢ No salary paid ➢ Will have Volunteer Service Certificate ➢ Offer lunch while service and training classes
志工義務： Volunteer Obligation	(1) 獲選志工須全程參與執行單位安排之教育訓練課程與服務項目 (2) 服務期間不得請假，但若因特殊狀況得經執行單位核准請假 (3) 志工應遵守主辦單位相關規定(含場館規則) ➢ The selected volunteer need to finish all education training classes and service items. ➢ No Day off and ask for leave unless special occasion approved by executed organization. ➢ Volunteer should obey related rule by organizer (include arena rule)
報名方式： Register	填妥報名表件後，繳交至高醫承辦人 Fill out the application form, and hand it to OGA Joanne.
報名截止日期： Deadline	2016 年 12 月 31 日(星期六) Dec. 31 th (Sat.) 2016
高醫承辦人： Contactor	陳瑞君 / Joanne Chen 國際事務處 / Office of Global Affairs 企畫發展組 / Division of Planning and Development Tel：07-312-1101 轉 2383-14

	E-mail: R051045@kmu.edu.tw
備 註：	<ol style="list-style-type: none">(1) 服務期間可請公假(2) 貴賓接待組須英文能力較佳之同學擔任(3) 第 2 波招募面試時間暫定期末前(4) 培訓日期暫訂為 3/18(六)-3/19(日)<ul style="list-style-type: none">➤ Can have official admit for class absent➤ Volunteer for VIP reception need better English oral skill➤ The 2nd interview date have not desided.➤ Training classes might be Mar. 18th ~19th (Weekend)

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招募組別及服務內容

組別	內容	說明	錄取條件
大會接待組	貴賓接待組	(1) 負責貴賓從入境到出境期間的行程陪伴 (2) 提醒並協助安排會議期間貴賓所需事務 (3) 作為貴賓與大會間的溝通橋樑 (4) 回報貴賓出席大會各活動之情況 (5) 特定區域貴賓接待	■ 就讀相關科系、或有相關經驗 ■ 具備英語或其他語言能力者 ■ 具備資訊電腦操作能力者
	報到諮詢組	(1) 協助現場報到流程 (2) 受理報到及諮詢服務 (3) 提供活動相關訊息 (4) 資料袋/識證/發放	
大會接待組 · 綜合行政組	機動組	(1) 協助準備大會資料袋、禮品；協助各會議場次會場桌椅、設備、文具、礦泉水安排等 (2) 協助志工簽到退 (3) 處理志工相關服務之緊急應變狀況 (4) 督導巡詢志工服務狀況，機動支援各組志工服務 (5) 會場行政支援 (6) 協助貴賓接駁狀況，回報貴賓搭乘及下離接駁車問題 (7) 開閉幕典禮/晚宴/參訪行程現場導引協助 (8) 協助引導表演團隊(人員)進退場 (9) 展覽區之貴賓導引接待及參展廠商相關事務處理 (10) 各項表演團體彩排、交通、餐飲及舞台後台場物等安排協助機動配合事項之辦理	
綜合行政組	會務組	(1) 展覽場務、分組會議場務、媒體中心服務 (2) 會議相關電腦設備、耳機清點管理 (3) 舞台區協助	■ 就讀相關科系、或有相關經驗 ■ 具備英語或其他語言能力者 優先錄取 ■ 熟諳餐飲相關禮儀及專業服務
	餐宴組	(1) 午、晚宴會場服務 (2) 會議茶點服務 (3) 供膳中心用膳人員進出指引與現場管制	

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Category and Service Content

Category 1	Category 2	Service Content	Required
Reception Group	VIP Reception Group	<ul style="list-style-type: none"> ➤ Accompany the VIP from time of their arrival to time of their departure ➤ Remind and assist VIP with anything they need for the meeting ➤ Act as the translator for the VIP and organizer ➤ Report all circumstances for each activity to the VIP ➤ VIP reception for specific area 	<ul style="list-style-type: none"> ■ Study in related department or have related experience ■ Can speak English or other language (German, French, Japanese, Korean, Russia, Tai, Malaysia, and so on) ■ Good at Computer skill
	Sign in and information Group	<ul style="list-style-type: none"> ➤ Assist with sign in procedure ➤ Offer information on the exhibition if needed ➤ Provide activity info for guests ➤ Give guests ID card and file envelops 	
Reception Group • Administration Group	Support Group	<ul style="list-style-type: none"> ➤ Assist with preparing file envelop, present, stationary, mineral water, equipment, chair and desks. ➤ Assist volunteer with sign in and sign out ➤ Assist volunteer with emergency situations ➤ Understand and keep alert with all volunteer group services, be ready to give support if needed ➤ Support with administration works ➤ Assist VIP with transportation, report all problems the VIP may have faced while boarding and exiting the shuttle bus ➤ Opening and Closing ceremony/banquet/ itinerary support ➤ Guide performance group or members in and out ➤ VIP Reception in Exhibited area, and assist dealing with 	

		<p>exhibited company</p> <ul style="list-style-type: none"> ➤ Assist with anything about performance rehearsal, transportation, catering, and stage-related business 	
Administration Group	Exhibition-related Group	<ul style="list-style-type: none"> ➤ Service for exhibition, group meeting, and media center ➤ Computer equipment and headset management ➤ Assist Stage area 	
	Banquet Group	<ul style="list-style-type: none"> ➤ Service in Lunch and Dinner ➤ Refreshments service while meeting ➤ Direction and Guests Control 	<ul style="list-style-type: none"> ■ Study in related department or have related experience ■ Can speak English or other language (German, French, Japanese, Korean, Russia, Tai, Malaysia, and so on) ■ Good at banquet etiquette and profession