

## Job Description for Parking Coordinators

- Organize groups of four people per "shift".
- Three people supervise WISCO lot and one monitors the Pick and Save lot.
- Assist as needed with general parking.
- Make sure "presenter" spots remain available for presenters (they receive a parking pass before the conference).
- Help presenters load and unload as needed.
- Place cones in the driveways when parking lot is full.
- Remove cones before the next exit time (*Thursday lunch and close, Friday close of conference*).

### Shifts

First	Thursday before conference (7:00 AM until 8:30 AM)
Second	Thursday after lunch (12:30 PM until 1:30 PM)
Third	Friday before conference (7:30 AM until 8:30 AM)