

## **Event Accessibility Coordinator Job Description**

In order for the event to exemplify Christian hospitality and allow full participation of all attendees we propose the establishment of the position of Event Accessibility Coordinator.

**Relates to:** Conference Registrar, Conference Planning Committee, Site Coordinator

### **Duties:**

#### **Prior to Conference/ Event**

1. Reviews and revises the Accommodations Request form based on the location of the upcoming conference/ event and findings from previous years.
2. Develops an "Accessibility and Accommodations" information flyer to be included along with the Accommodations Request form in the preconference participant materials. The flyer lists potential problems that might be faced and provides directions for the closest accessible parking at registration. The flyer requests that persons submit an Accommodations Request form if they foresee any issues, and also check in with the Accessibility Coordinator during registration.
3. Reviews accommodation requests and develops a plan to address needs, e.g. posting signs to create additional accessible parking spaces, providing written materials in large print or alternative format, and identifying and training volunteers to help with tasks like reading, pushing a wheelchair, etc.
4. Reviews housing logistics and accommodations to ensure that units do meet ADA standards and have basic equipment such as a shower bench.
5. If possible, arranges an on-site visit, jointly with conference/ event planning staff, prior to the event to preplan and identify areas of concern.
6. Provides information to presenters on making their presentations accessible.

#### **During Annual Conference/ Event**

1. Arrives before attendees to complete a site review to identify unforeseen obstacles, accessibility concerns, and safety issues.
2. Sets up or supervises set up of visible directional signage to help new attendees locate the registration and housing areas.
3. Staffs an Accessibility and Accommodations table at registration in order to provide venue accessibility maps, explain the shuttle schedule/ system/ stops, explain types of accommodation available, provide 24 hours contact information, etc.
4. Assists or coordinates volunteers to assist with tasks like unloading and carrying luggage, and setting up participant's rooms.

5. Reviews the shuttle and/or golf cart transportation options and plan, making sure that pick-up areas are marked and have seating available for persons waiting.
6. Reviews the conference accessibility set-up checklist with persons responsible, ensuring that the assisted listening system is set up where needed, that gluten-free bread is available for all communion services, that legislative committee meeting rooms have marked visitor sections so that committee members who cannot manage steps will have an accessible place to sit, etc.
7. Makes an announcement at the start of the first plenary session explaining accommodations available and requesting that persons who are having difficulty with hearing, mobility, seeing, etc. check in so that accommodations can be arranged.
8. Remains visible and/ or staffs an Accessibility and Accommodations table during the conference/ event plenary sessions, utilizing volunteers and pages as needed for assistance and communication.
9. Issues and tracks the use of assisted listening devices, ensuring that units are operational. Keeps extra batteries on hand, and uses a headset periodically to monitor the system.
10. Monitors meetings and workshops to ensure that accessibility standards are followed and that microphones are used when needed.
11. Ensures that hand held microphones are used for all comments and questions in all large group meetings.
12. Listens to concerns and problem-solves accessibility issues and accommodation needs as they arise.
13. Provides support (and/or assigns volunteers to do so) to identified participants who need extra time, assistance (including with meals or housing issues), or other accommodations in order to participate.
14. Interviews participants who used accommodations to determine what worked and what could be improved.

### **After Event**

1. Compiles an Accessibility Evaluation with a summary of what worked well and issues encountered, along with recommendations for future conferences.
2. Follows through on obtaining documents in electronic form for any handouts that were not provided prior to the event, and forwards these to persons who requested electronic handouts.
3. Updates the Event Accessibility Set-up Checklist, if needed.

Revised 07/28/12