

Big Data Expo Volunteer Position Record Card Template

I. Basic Information

Name: Lindah Kapawo Gender: Female

School: University of International Business and Economics

College/Major: International Executive Master of Business administration

Grade: Master (Just graduated)

Volunteer Position: International Cooperation Exhibition Area-Unitar Part

Service Period: 2026.7.2-2026.7.4

Team/Group: Foreign VIP Reception Group

II. Position Responsibilities (General Requirements)

1. Comply with the regulations of the Big Data Expo Organizing Committee and volunteer management rules.
2. Arrive at the post on time, without being late or leaving early.
3. Maintain a good mental outlook and professional image.
4. Provide warm, professional, and courteous service to guests and participants.
5. Complete assigned duties carefully and follow work arrangements and coordination.
6. Actively assist team members and demonstrate good teamwork.
7. Handle emergencies promptly and report them to the person in charge.
8. Demonstrate the strong sense of responsibility and service spirit of young volunteers in the new era.

III. Position-Specific Responsibilities (To be completed according to each position)

Position Name: Foreign VIP Reception Group – International Cooperation Exhibition Area

Main Responsibilities:

1. We receive various admission related consultations from participants as soon as possible.
2. Patiently answer questions and guide passage routes to drain the flow of people at the gate.
3. Address emergencies at work in a timely manner and maintain order in the passage of lanes.

IV. Personal Daily Work Record

Date: 7.2-7.4

Working Hours: 7:00-17:00

Work Content: Managing the Unitar Booth

Completion Status: Relatively well

Special Notes: None

V. Overall Performance Evaluation

During the volunteer service for the 2026 China International Big Data Industry Expo, the volunteer strictly complied with the rules and regulations of the Organizing Committee, followed work arrangements, arrived at the post on time, and fulfilled the assigned duties conscientiously. The volunteer showed a positive and responsible work attitude, a strong sense of responsibility, good service awareness, and a spirit of teamwork. During the service period, the volunteer demonstrated strong communication and execution skills, actively completed assigned tasks, and showed good professional competence and the spirit of young volunteers, making a positive contribution to the smooth running of this event.

Overall Evaluation Level: ☐ Excellent ☒ Good ☐ Qualified

Evaluator: Pi Jinglei

Position/Title: Group Leader

Date: 2026.7.4