Volunteer Task Descriptions



In order to effectively manage youth at the retreat, we are asking **all staff** to participate in the following activities throughout the week:

Dorm Coverage

* Be a support in the dorm
* Be aware of where items are located including first aid kits, sign out sheet etc.
* Ensure that males are in the male dorm, females are in the female dorm.
* Ensure that youth are not “hanging out” in the dorm when they should be at their assigned classroom/activity sessions.

The remainder of this document details special event set ups that you may have volunteered for during registration.

Pool Coverage

* Ensure youth are behaving appropriately.
* All females in bikinis should be wearing a t-shirt over top of their swimsuit.
* Life guards will be present; we just ask that you support them in monitoring youth.

**Wellness Center Front Door Coverage**

* Ensure youth are behaving appropriately.
* Ensure that youth are not leaving the building without staff accompanying them.
* Youth should not be congregating outside.

Dance Coverage

* Ensure youth are dancing appropriately.
* If you see inappropriate behavior, please address the youth if you feel comfortable, if not, please find someone on the retreat steering committee.
* Make sure youth are not behind the stage or areas other than the dance floor.

Movie Coverage

* Ensure that the movie/equipment is set up and working.
* Monitor youth behavior during the movie.
* Report any equipment issues to retreat steering committee members.

Game Stations (Thursday Field Games)

* You will receive detailed instructions on your specific station on Thursday.
* Assist youth in understanding the activity.
* Help facilitate groups through the game circuit.

Setup Instructions for Special Events

-Monday-

**Tournament Setup Guidelines**

If you are assigned tournament setup, please ensure the following:

**Basketball (Location - gym)**

Setup Checklist

* Basketball nets setup
* Basketballs
* Bracket sheet

Tournament Rules

* 3-on-3 (1 sub if needed and only 1 staff on team)
* Win by 2
* Half court
* Point guard needs to call count

After the tournament

* Write down the winning team names and team members on the paper provided
* Take a picture of the winning team
* Bring the picture and names of winning teams and team members to Meghan O’Hare at the desk outside of Cambria

-TUESDAY-

1. **Dance Area Setup (Location – Cambria)**

Please ensure the following is completed by UPJ Staff (these requests will be given to UPJ as well)

* Cambria is open with only a small amount of tables/chairs lining the walls
* 2 tables setup in front of Cambria for DJ equipment
* Snack table setup in Cambria hallway
	+ Assorted snacks/drinks
1. **Movie Setup (Location – Student Union Cafeteria)**
* Confirm the following equipment has been setup and is working in the Student Union Cafeteria: LCD, laptop, speaker, screen

-WEDNESDAY-

1. **Tournament Setup Guidelines**

If you are assigned tournament setup, please ensure the following:

Volleyball (Location – Gym)

Setup Checklist

* 4 volleyball nets setup
* 4 volleyballs
* Bracket sheet
* First aid kit and nurse log

Tournament Rules

* 5-on-5 (1 sub if needed and only 1 staff on team)
* First to 21 points win, win by 2
* Rally scoring, point given to the team who scored the point
* Server needs to call count (refs do not call scores)

After the tournament

* Write down the winning team names and team members on the paper provided
* Take a picture of the winning team
* Bring the picture and names of winning teams and team members to Lisa Kessler at the desk outside of Cambria

-THURSDAY-

1. **ACTIVITY PRESENTATIONS LOAD-UP/SETUP/TEARDOWN**

**Activity Presentation Load-up/Setup**

* After the activity presentations, the activity display will be displayed in the hallway outside of Cambria
	+ Tables outside Cambria for furniture, paintings, etc.

**Activity Presentation Teardown**

* After the talent show, youth and staff will be asked to take their activity items with them.
1. **BANQUET SETUP**

**Please ensure the following is completed by Banquet Staff**

* Confirm the following are on the banquet tables
* Iced tea
* Water pitchers
* Desserts
* Glasses
* Salt & pepper
* Sugar
* Equipment needs
	+ LCD / laptop / speaker setup to play retreat video
	+ Screen
	+ State, microphone and podium

**CWRC Staff will setup the following:**

* Centerpieces on all the tables
* Banquet program on all the tables
* Reserved cards placed on the front 6 tables
* Equipment check
	+ Ensure microphone works and is audible throughout the room
	+ Ensure that speakers work on laptop and retreat video will play
* Request the following to banquet staff lead person:
	+ Tables can be cleared up until the Keynote speaker is introduced. Once the Keynote presentation begins, all exterior doors to the kitchen area should be closed and no more clearing of dishes.
1. **TALENT SHOW SETUP**

**Please ensure the following is completed by UPJ Staff:**

* Cambria has chairs setup theater style with walkway through center isle (wide enough for two people to walk down as the same time)
* 2 tables setup in front of Cambria for DJ equipment
* Snack table is either in the Cambria Room on the back-side wall or in Cambria Hallway
	+ Cookies, snacks & drinks

**Talent Show Coordination Tips**

* Have various talent show meeting times for practice. Please review the acts to ensure they are appropriate.
	+ Talent Show practice times for the week are:

Tuesday 6:00-6:30 p.m.

Wednesday 7:00-7:30 p.m.

Thursday 8:00-8:40 p.m.

* All songs needed for acts to be given to Lisa Kessler by Tuesday evening, 7:00 p.m., so that the music can be downloaded
	+ No songs with foul language will be allowed
* Total of 10-15 acts (limit the number of acts that one person is involved in)

-FRIDAY-

1. **Peer group session AND activity walk-through**

**Visit all classroom and activity locations and ensure the following:**

* Trash is disposed of in proper areas
* No materials are left in the room (if they are, please bring materials back to Cambria)
* Desks/tables are wiped down (no spilled paint, scraps, etc. on the tables)
* Floors are presentable with no spilled paint, etc…
* If you have any concerns with any rooms (such as spilled paint, etc.), write it down and notify Cindy Gore or Meghan O’Hare so we are aware of the situation.
* Desks/tables are placed back where they should be (if they were moved)
* Remove and throw away the door sign with the activity or classroom name.
1. **Dorm cleanup guidelines**

**Youth/staff are given dorm cleanup guidelines.
In order to check out, please ensure the following:**

* Linens are off the bed and put in pile with towels
* Trash is disposed of in trash receptacles
* Drawers are cleaned out
* Fridge/microwave is clean
* Windows are closed
* Luggage is removed and placed in car/bus
* Key and dining card is handed into UPJ staff in dorm lobby