

VOLUNTEER JOB DESCRIPTIONS

Advanced Kairos Training, 2008

1. Registrar: (one person needed)

- a. Receive and process all reservations for the training. Send all checks to the State Treasurer for deposit.
- b. Keep a list of all attendees, including their name, address, telephone number, and email.
- c. Send each registrant a confirmation of their registration, including directions to the training site and all other administrative details.

2. On-site Registration: (one person needed for Kairos Inside and one for Kairos Outside)

- a. Set up a table and have a checklist of each person who will be attending. This list will be provided to you by the Registrar. Check off each attendee as they arrive.
- b. Distribute name badges to each attendee as they register. Have these pre-cut and hole-punched ahead of time, with enough twine or yarn to hang around the neck.
- c. Issue each attendee their Training Manual, pens, pencils, and a schedule.

3. Head Cook: (one person needed)

- a. Create a menu of all meals for the training weekend. This will include a light meal on Friday evening; a Breakfast, Lunch, & Dinner on Saturday; and a Breakfast on Sunday.
- b. Create a list of all products needed for above meals, beverages, and snacks.
- c. Shop for the above and bring to the church on the afternoon of the first day of the training.
- d. Work with the Assistant Head Cook and all the Kitchen Cooks; give help and direction.

4 Assistant Head Cook: (one person needed)

- a. Work with the Head Cook to accomplish items a) through d) above.

5. Kitchen Cooks: (6 persons needed)

- a. Assist in the preparation and cooking of all meals.
- b. Serve meals to all attendees in the dining hall.
- c. Clean dining hall & kitchen after all meals.
- d. Clean kitchen on Sunday and put back into the order in which it was received.

6. Logistics/Facilities: (3 persons needed)

- a. Arrive early on Friday to set up the following:
 - Talk Room tables & chairs
 - Dining Hall tables & chairs
 - Foam mattresses taken from mattress room and distributed to various sleeping rooms
 - Sound systems, screens & projectors as needed
- b. Stay after the end of the training on Sunday to replace all of the above and sweep/vacuum the rooms used.

7. Housekeeping Angels: (2 persons needed)

- a. Stock the bathrooms with paper goods, soap, etc. at the beginning of the weekend
- b. Be available when attendees start arriving to show them where the sleeping rooms, bathrooms, and showers are located
- c. Continue stocking the bathrooms and emptying trash cans as needed throughout the weekend
- d. At the end of the weekend, be sure that all bathrooms and showers are cleaned. Collect any "lost and found" items and put into storage

8. Transportation: (approximately 3-4 persons needed)

- a. Provide transportation to the church for any attendees arriving by air. Attendees will be advised to book flights to Ontario International Airport
- b. Provide return transportation back to Ontario International on Sunday for all attendees traveling by air.