

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 youth should be wearing appropriate swimwear.
- Lifeguards 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 CWRC staff.
- Make sure youth are not behind the stage or areas other than the dance floor.

Game Stations (Thursday Retreat 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

Dodgeball (Location – gym)

Setup Checklist

- Dodgeballs

Tournament Rules

- 5-on-5
- Balls start (3) on mid-line
- Players hit by a ball thrown by opposing team are out unless:
 - The ball is caught before hitting the ground
 - The thrown ball hits head of player
 - The thrown ball has hit another player first
 - Balls must be thrown within 5 seconds

After the tournament

- Write down the winning team names and team members on 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

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 Meghan O'Hare at the desk outside of Cambria

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.

2. 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