

ELEVATE WKND VOLUNTEER PACKET

HEY! WE APPRECIATE YOU!

Seriously, thank you SO MUCH for volunteering your time to help make ELEVATE WKND the best it can be. This weekend gives many students an invaluable chance to grow deeper in their faith and Gospel community. And we couldn't make the weekend as excellent without you!

Now, for those who have never been to ELEVATE WKND, here's what you need to know... it's hectic. There are a lot of moving parts, so when you arrive for your volunteer shift, please make sure you're **on time** and **ready to party** because the staff will, most likely, not have enough time to reiterate information!

(Below), we've outlined each job description as best as possible so that you know what you're getting into, but if you have further questions beforehand or the day of, feel free to text student staff (**Stefanie Krueger** #262.365.8795 // **Liz Holland** #910.431.1794).

Here are some other helpful notes:

- The **VOLUNTEER HUB** will be located behind the main CPC welcome desk. When you arrive, please go there first!
- **You will all be given a volunteer name tag...** When you arrive for your shift, they will be labeled with your name behind the welcome desk. While serving, please **wear your name tag at all times**. It will help our students, other volunteers, and security staff know that you're supposed to be at ELEVATE!
- If your volunteer shift happens during or shortly before/after a mealtime... feel free to enjoy a meal with the rest of our students and leaders! If not, feel free to partake in the leader lounge **located in the DJ booth** before or after your volunteer shift is complete.
- **REC TEAM** - please wear clothes you are okay getting wet/messy in, and be sure to bring a change of clothes - just to be safe. (We can't protect you from our students, so come prepared...)

GET READY TO HAVE SOME FUN!

FRIDAY TEAMS

HS & MS CHECK-IN TEAM

TIME: 6:45pm - 8:00pm

VOLUNTEER SPOT: Check-in desks

JOB DESCRIPTION:

You will be responsible for checking in students, giving them the correct color post-it for their t-shirt size, clarifying directions for luggage, checking for medical forms, as well as welcoming students and parents.

A staff member will clarify directions and check-in needs with this team at **6:50** pm on Friday before doors open (Doors will open between 7:00-7:15p).

T-SHIRTS TEAM

TIME: 6:45pm - 8:00pm

VOLUNTEER SPOT: T-shirt table (near the fishbowl)

JOB DESCRIPTION:

You will be responsible for handing out the correct t-shirt size to students after check-in. Students will be given a color marker (post-it note) that will correlate to the t-shirt size. Please provide them with the t-shirt that connects with their color and send them to the luggage drop-off area!

MERCHANDISE TEAM

TIME: 6:45pm - 8:00pm

MEETING SPOT: Merchandise Table (in the fishbowl)

JOB DESCRIPTION:

You will be responsible for selling the Elevate Wknd merchandise throughout the check-in process! This year we have two different sweatshirts for sale. The prices and breakdowns for these items will be at the merchandise table when you arrive. Students can pay cash (change will be provided) or spend digitally on provided iPads. For the sweatshirt sales, you will also be responsible for tracking how many of each size are sold on a provided tracking sheet.

A staff member will be available to help you navigate this process before the doors open!

LUGGAGE TEAM

TIME: 6:45pm - 8:00pm

MEETING SPOT: "Green Rooms" hallway

JOB DESCRIPTION:

You will be responsible for helping students to place their luggage in the appropriate space based on their grade/gender.

Luggage will be placed in rooms 1-4 and the hallway underneath signs marked by a small group. Be sure to help students put the luggage in an organized and compact way in their designated area so that luggage doesn't accidentally get picked up by the wrong group!

MEDIA TEAM

TIME: 6:30pm - 11:30pm

MEETING SPOT: CPC

JOB DESCRIPTION:

You will be responsible for designated media coverage roles (socials, photography, video). Look to your team lead for clarification on locations and shot lists!

PRIMARY CONTACT:

Stefanie Krueger #262.365.8795

SATURDAY TEAMS

CAFE TEAM

TIME: LUNCH (8:30am - 12:30 pm) DINNER (2:30pm - 6:30pm)

MEETING SPOT: CPC Main Desk

JOB DESCRIPTION:

You will be responsible for working with our cook team to help serve, transfer, and clean up food from meal times. You will also help the cook team ensure that water, lemonade, tea jugs and cups are filled/restocked throughout the weekend.

Saturday lunch and dinner will be served in the FAMILY LIFE CENTER (FLC).

PRIMARY CONTACT:

Anthony Chambers #910.228.3875

REC TEAMS

TIME: 11:30am - 4:30pm

MEETING SPOT: CPC Main Desk

JOB DESCRIPTION:

Assist Student staff in set-up, clean-up, and running King of the Hill and Middle School Mayhem.

KING OF THE HILL

This is a high school-only event that will take place in the field outside of the CPC. There will be several games and challenges for teams to compete in. You'll report to **MEGHAN HAYES #252.334.7302** for set-up and game needs.

MIDDLE SCHOOL MAYHEM

This middle school-only event will take place in the Family Life Center (FLC). There will be a handful of active Survivor-themed games that we will play in the gym. You'll report to **Larry Still #910.970.0339** for set-up and game needs.

MEDIA TEAM

TIME: All day

MEETING SPOT: CPC

JOB DESCRIPTION:

You will be responsible for designated media coverage roles (socials, photography, video). Look to your team lead for clarification on locations and shot lists!

PRIMARY CONTACT:

Stefanie Krueger #262.365.8795

Runners

TIME: All day

MEETING SPOT: CPC Main Desk

JOB DESCRIPTION:

You're in charge of helping staff with everything and anything! You will be helping with general clean-up/set-up, keeping up with the leader and band lounge, filling in volunteer gaps, going on store runs, helping with student transportation, running the merchandise table, etc.

Look to Stefanie Krueger for direction on tasks throughout the day!

Stefanie Krueger #262.365.8795

Set-Up Team

TIME: 8:30am - 10:30am & 5:15pm - 8:30pm

MEETING SPOT: CPC Main Desk

JOB DESCRIPTION:

Help staff set up and clean-up sessions (game transitions, chair set-up & tear down, etc.). Also, be available to help clean up and reset the activity center during session times, change out trash cans, begin preliminary set-up for KOTH and MM events, set up and tear down outdoor games upon staff request, etc.

Look to Stefanie Krueger for direction on tasks throughout the day! (Stefanie Krueger #262.365.8795)

SUNDAY TEAMS

Clean-Up Team

TIME: 12:15pm - 2:30pm

MEETING SPOT: CPC Main Desk

JOB DESCRIPTION:

You're in charge of helping staff with everything and anything! You will be helping with general clean-up and setting back up the CPC for normal programming.

PRIMARY CONTACT: Stefanie Krueger #262.365.8795