

Volunteers Required



Background:

During our first two years the event has been organised during the year by a small team of 5 people, and during the event week all core functions have been run by that same team. Due to the success & growth of the event, and in order to ensure its continued sustainability, we now need to recruit some volunteers to assist with some of those roles. Now we've run the event twice, we have a good understanding of what's involved & what needs to be done, and so we're better placed to hand those tasks on. It will enable participation of a greater number of people (in full & part-time roles, some during the event and some in the planning stage) and will allow us to give appropriate attention to key areas as we oversee the event.

Role Descriptions

So we are looking for volunteers to help fulfil the following roles:

Catering Co-ordinator: to liaise with teams who are providing lunch & dinner; co-ordinating menus, meeting the needs of the team, ensuring all dietary requirements are met, ensure general supplies are available. Attendance: approx 10:30am to 7pm throughout the week (some work from mid-October).

Project Co-ordinator (pre-event): support potential projects with planning, liaise with Project Leaders, registration of projects; work with core team to assign young people to projects & produce Project Team information packs. Part-time role from June to October.

Project Manager (during event): manage Project related issues with support of Core Team; supporting Project Leaders; assigning/reassigning young people as necessary. Attendance: 10am-6pm throughout the week.

Transport Co-ordinator: work with Project Co-ordinator & drivers to ensure Project teams arrive at their venues & return on time; communicate transport plans & co-ordinate loading of buses; deal with any transport issues. Attendance: 10:30am to 1pm & 3:30pm to 5:30pm throughout the week.

Registration Co-ordinator (pre-event): production of team registers & team badges, liaise with parents re: missing or unclear information. Part-time role from Sept-Oct.

Registration Manager (during event): process late registrations, manage sign-in process for all (Young People & wider team); production of staff badges; receive outstanding fees; update main register from team registers at end of day; liaise with Project Leaders re: absences; liaise with Transport Co-ordinator as required. Attendance: 8am-11am and 5pm-7pm throughout the week.

Please encourage members of your Church who you feel would be suitable/available, to contact us to discuss the roles further.

Get In Touch:

- ★ Web: www.hopemk.com
- ★ Email: hello@hopemk.com

- ★ Twitter: [@ hopeMK](https://twitter.com/hopeMK)
- ★ Facebook: [HopeforMK](https://www.facebook.com/HopeforMK)

 Team