

# Newport Ski Swap Volunteer Orientation Notes

## 11/3/2021

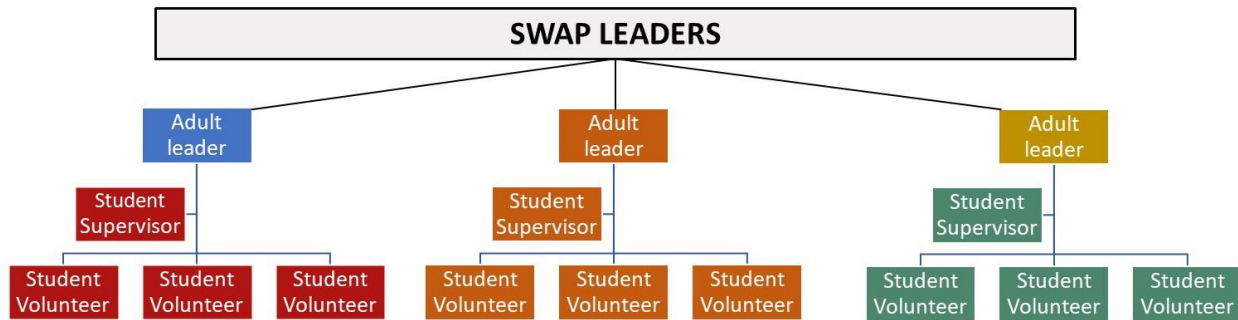
### State COVID-19 Large Event regulations and rules will be followed

- All Volunteers must have proof of vaccination or Negative Test Results within 72 hours
- All customers will have a reservation (day/time) to enter
- All Customers must bring proof of vaccination or Negative Test Results within 72 hours (12 and over)
- Only 250 customers per half hour will be allowed inside.
- Masks will be worn at all times

### Swap Schedule: (Student Volunteer times in Green)

November 11, 2021		November 12, 2021		November 13, 2021		November 14, 2021	
Thursday 11 <b>Setup and Gear Check-In</b>		Friday 12 <b>Final Prep, then DOORS OPEN 5:00!</b>		Saturday 13 <b>SWAP Open 9-4 Shops Load Out</b>		Sunday 14 <b>Break Down and Individuals Load Out</b>	
9 AM	Swap Setup	9 AM	Complete Setup	9 AM	Swap OPEN	8 AM	Swap Break Down
10 AM	Swap Setup	10 AM	Complete Setup	10 AM	Swap OPEN	9 AM	Swap Break Down
11 AM	Swap Setup	11 AM	Shop Check In	11 AM	Swap OPEN	10 AM	Individual Check Out
12 PM	Swap Setup	12 PM	Shop Check In	12 PM	Swap OPEN	11 AM	Individual Check Out
1 PM	Swap Setup	1 PM	Shop Check In	1 PM	Swap OPEN	12 PM	Individual Check Out
2 PM	Swap Setup	2 PM	Shop Check In	2 PM	Swap OPEN	1 PM	Individual Check Out
3 PM	Swap Setup	3 PM	Shop Check In	3 PM	Swap OPEN	2 PM	Individual Check Out
4 PM	Shop check-in & put away	4 PM	Individual Check In	4 PM	Shops Check Out	3 PM	Individual Check Out
5 PM	Shop check-in & put away	5 PM	Individual Check In	5 PM	Shops Check Out	4 PM	Individual Check Out
6 PM	Shop check-in & put away	6 PM	Individual Check In	6 PM	Shops Check Out		
7 PM	Shop check-in & put away	7 PM	Swap OPEN	7 PM			
8 PM	Shop check-in & put away	8 PM	Swap OPEN	8 PM			
9 PM	Shop check-in & put away	9 PM	Swap OPEN	9 PM			

### Volunteer Groups Structure



### During your shift(s)

#### Breaks during your shift

Check in with your student supervisor; they will clear you to take a break, get some food, etc.  
 Food and drinks will be provided. (Feel free to bring your own)  
 There will be places for you to have a seat. **NO EATING IN THE GYMS!**

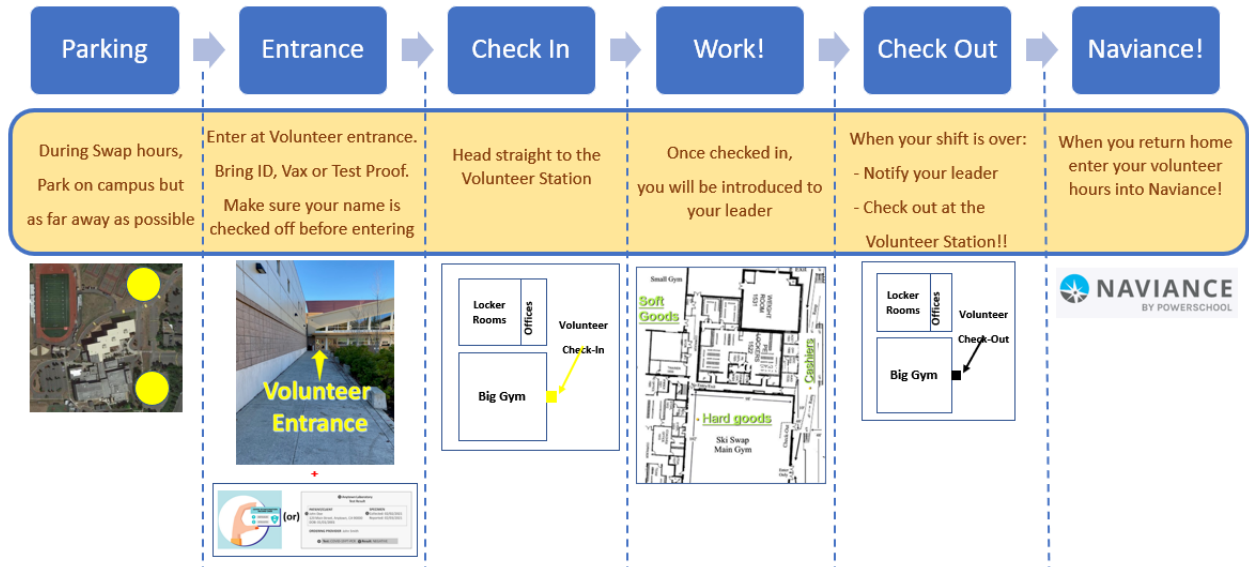
#### Common Issues - How to Find Help

Questions during the Swap? Ask ANY Leader or Adult Volunteer  
 Nothing to do? Ask ANY Leader or Adult Volunteer  
 Security Issue? Do not take action directly: Find your Student Supervisor, Adult Leader, or a Police Officer

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## What To Do When You Arrive



## Naviance Form

**NEWPORT 2021 SKI SWAP**  
Use this form to record your volunteer hours

DO NOT LOSE THIS FORM. IT IS YOUR PROOF OF HOURS WORKED – TAKE PICTURE WITH PHONE FOR YOUR RECORDS

Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Date	Hour In	Hour out	Total hours	PTSA verification
Training Nov 3 <sup>rd</sup>	7pm	8pm	1	
Thursday Nov 11th				
Friday Nov 12th				
Saturday Nov 13th				
Sunday Nov 14th				
<b>Total hours:</b>				

**Important information on how to submit your volunteer hours:**

1. Save this document into pdf.
2. Login to Naviance, check "x2vol" on bottom of the page (blue box)
3. Submit your hours by completing the form. Step by Step instructions: <https://bsd405.org/nhs/2021/07/instructions-to-record-community-service-hours/>
4. Add this document as an attachment
5. Required supervisor's information:  
Name: Karen Rhatigan, 2021 NHS Ski Swap Volunteer Coordinator  
Email: [volunteer@newportpsa.org](mailto:volunteer@newportpsa.org)

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STUDENT JOB	ADULT LEADER	BASIC JOB DESCRIPTION
Student Volunteer Check-In / Check-Out	Volunteer Coordinator	Students check in for their shift, check out when their done Receive their Voluntter Form (Take a Photo and puit it in a safe place!)
Provide Security	Security Lead	Provide security on all gym doors and hallways to ensure that items are not stolen. Work with Police Officer
Cashiers	Treasurer	Manage customer line and cashiers: Scan inventory, Take credit, check or cash. Need 4-6 parents at all times
Arrange Inventory	Hard Good Mgr (Big Gym) Apparel Manager (Small Gym)	1) Check-In/Out: Move gear to the right location by type & size 2) Sale: Arrange & keep gear orderly 3) Check-out: move gear to main gym and then out to trucks. <b>**gloves recommended**</b>
Check In/Out Gear: Individuals	Operations Lead Inventory Systems Leaders	1) Help people check in their gear 2) properly attach tags to gear 3) help customers find and check-out unsold gear
Check In/Out Gear: Shops	Operations Lead Inventory Systems Leaders	Help shops carry gear in/out of trucks/gyms. <b>**Heavy lifting, gloves recommended**</b>
Set-up / Take-down Swap Racks, etc.	Operations Lead	1) Move metal racks, wood and swap supplies onto/off a truck to/from storage and school. <b>**Heavy lifting, gloves recommended**</b> 2)Set up/take down floor covering, racks and tables, chairs. <b>**Using power tools**</b>
Customer Help & Problems	Help Desk Swap Leaders	1) Check-in: Manage tagging quality 2) Sale: Find and re-attach lost tags to gear and respond to customer issues 3) Check-out: Help customers with inventory list and find/check-out gear.
Manage the Swap	Swap Leaders	Manage the overall swap organization, leaders and processes, provide on-the-job training. <b>**Requires a full day commitment**</b>
Manage Inventory System & Computer Support	Inventory Systems Leaders	1) Check-In: customers using gear consigent computers 2) Sales: Cashiers using Sales computers 3) Check-out: scan customer unsold gear 4) Closing: scan left-over inventor 5) general support of the computers and networking

### More Questions?

- Login to your MySignUpGenius.com account
- Click 2021 Volunteer registration
- Scroll down
- Job Description document is there
- “Created By” and click the email icon.