

**Newport Ski Swap
Volunteer Plan & Summary
As of Oct 10, 2022**

Blue = Overfilled
Green = Shift Full
Yellow = Not enough
Red = Critically Short

Thursday 11-Nov

Setup 9am-9pm Check-in Gear 5-9 pm		Plan - Number of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Jobs	Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap		4	0	4	1	4	0	4	0	4	0	4	0	100%	0%	92%
Customer Help & Problems						2	8					0	5	0%	63%	50%
Provide Security		1		1	8	2	16	1	0	1	0	1	11	75%	46%	50%
Coordinate Volunteers		1	1	1	1	1	1	1	0	1	0	1	0	100%	0%	50%
Coordinate Food		1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%
Inventory System						2	6					2	6	100%	100%	100%
Setup Swap Facility		15	0	15	0	6	9	4	0	4	0	4	16	33%	178%	62%
Check-In Individuals (5-9pm)						8	25					3	0	38%	0%	9%
Check-In Shops (6-9pm)						4	16					0	3	0%	19%	15%
Arrange Inventory (1-9:30 pm)						6	14					3	17	50%	121%	100%
Total by Adult/Student		22	2	22	11	36	96	11	1	11	1	19	59	51%	56%	54%
Total people / shifts			24		33		132		12		12		78			
Total shifts/people per day							189						102	41	61	54%
								50%	50%	50%	9%	53%	54%			

Friday 12-Nov

Setup 9-11 am Check-in 4-9 pm Sale 5-9 pm	Plan - Number of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled			
	Shifts		8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student
	A	S	A	S	A	S	A	S	A	S	A	S				
Arrange Inventory (5-9:30 pm)																
Manage Swap	4	0	4	0	4	1	4	0	4	0	4	1	100%	100%	100%	
Customer Help & Problems	2	8	2	8	2	8	0	6	0	6	0	7	0%	79%	63%	
Provide Security	2	8	2	16	2	16	0	4	0	14	0	14	0%	80%	70%	
Customer Entry Queue			2	8	2	8			0	7	1	1	25%	50%	45%	
Coordinate Volunteers	1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%	
Coordinate Food	1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%	
Inventory System	2	6	2	6	2	6	1	6	1	6	1	6	50%	100%	88%	
Setup Swap Facility	6	9					4	8					67%	89%	80%	
Check-In Individual (9-12)	6	12					2	4					33%	33%	33%	
Check-In Shops (9-12)	6	12					1	5					17%	42%	33%	
Receipt & Cashier Mgt			4	0	4	0			4	0	4	0	100%		100%	
Cashiers			2	20	2	20			2	20	2	20	100%	100%	100%	
Arrange Inventory (8-9:30 pm)	2	18	2	18	2	18	3	17	1	19	0	20	67%	104%	100%	
Total by Adult/Student	32	75	22	78	22	79	17	52	14	74	14	71	59%	85%	79%	
Total people / shifts		107		100		101		69		88		85				
Total shifts/people per day						308						242	45	197	79%	
							53%	69%	64%	95%	64%	79%				

Saturday 13-Nov

Sale 9-4 (+/- .5 hour) Shops Check-out 4-6:30		Plan-# of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Jobs	Shifts	8:00 - 11:30 am		12:30 - 4:30 pm		4:30 - 9:30 pm		8:00 - 11:30 am		11:30 - 4:30 pm		4:30 - 9:30 pm		Parent	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap		4	1	4	0	4	0	4	1	4	0	4	0	100%	100%	100%
Customer Help & Problems		2	6	2	6			0	5	0	8			0%	108%	81%
Provide Security		2	16	2	16	2	16	0	14	0	14	0	14	0%	88%	78%
Coordinate Volunteers		1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%
Customer Entry Queue		2	6	2	6			0	6	0	6			0%	100%	75%
Coordinate Food		1	1	1	1	1	1	1	1	0	2	0	2	33%	167%	100%
Inventory System		2	6	2	6	2	6	1	6	1	6	1	6	50%	100%	88%
Arrange Inventory		2	18	2	18	2	18	1	19	0	20	0	20	17%	109%	100%
Check In/Out Shops						4	16					0	14	0%	88%	70%
Receipt Mgt		4	0	4	0	2	0	4	0	4	1	2	1	100%		120%
Cashiers		2	20	2	20			2	20	2	20			100%	100%	100%
Total by Adult/Student		22	75	22	74	18	58	14	73	12	78	8	58	55%	101%	90%
Total people / shifts			97		96		76		87		90		66			
Total shifts/people per day							269						243	34	209	90%
								64%	97%	55%	105%	44%	90%			

Sunday 14-Nov

Dismantle swap, Pick-up gear 10-2 Move supplies & left over gear		Plan # of Adults (A) & Students (S)						# of Adults & Students Signed Up				% Filled		
Jobs	Shifts	8:00 - 12:00		12:00 - 4:00 pm		8:00 - 12:00		12:00 - 4:00 pm		Parent	Student	Total		
		A	S	A	S	A	S	A	S					
Manage Swap		4	1	4	0	4	1	4	0	100%	100%	100%		
Customer Help & Problems		1	8	1	8	0	5	0	5	0%	63%	56%		
Provide Security		1	8	1	8	0	8	0	8	0%	100%	89%		
Coordinate Volunteers		1	1	1	1	1	1	1	1	100%	100%	100%		
Coordinate Food		1	1	1	1	0	2	0	2	0%	200%	100%		
Inventory System		2	6	2	6	2	6	2	6	100%	100%	100%		
Take Down Swap Facility		6	9	4	11	2	8	2	15	40%	115%	90%		
Arrange Inventory		4	10	4	12	0	14	2	18	25%	145%	113%		
Check out Individuals (10am-2pm)		4	11	4	11	2	15	2	15	50%	136%	113%		
Receipt Mgt		3		3		3		3		100%		100%		
Total by Adult/Student		27	55	25	58	14	60	16	70	58%	115%	56%		
Total people / shifts			82		83		74		86					
Total shifts/people per day					165				160	30	130	97%		
% Totals						52%	109%	64%	97%					
Total - All Days				Total Shifts Planned		931		Total Shifts Filled		747		80%		