



Newport Ski Swap Volunteer Orientation

Thanks for being part of the Ski Swap!

Here are some things to do to be ready to help.

1. Download and save a copy of all shifts you signed up for!!
2. Bring your Volunteer Hours Form every time you're working
3. Parking
 - Thursday / Sunday: Park on school grounds, anywhere you can find a spot
 - Friday/Saturday: Park on the East side of school, as far as possible from the entrance so customers can park nearer.
4. Enter the swap through the Volunteer Entrance. Furthest door to the left - It will be signed and watched by security personnel
5. Find the Volunteer Station and check in; pick up and put on your T-Shirt
6. Find Your Shift Leader and stay on task!

Lots More information is available on the Ski Swap Website, Under Volunteers:

<https://www.newportskiswap.com/volunteer>

For Gear Check In Volunteers (Thursday): Please review these training videos on your phone!



FAQs and Reminders

- Where are the HELP DESKS? What are they for?
- For volunteers and customers, there is a Help Desk in Each Gym. Customers can come there with issues with missing tags, questions about gear, etc.
- BE FLEXIBLE! We may need you somewhere else.
- Nothing is difficult or complicated, you've got this!
- Nothing to do during your shift?
- clean, organize pick up - there is always something to do.
- e.g. organize gloves, socks, items by size
- Security is everyone's job: If you are watching an exit or helping with the line, please stay on task
- If something doesn't look right or something happens...get an Adult Leader or our Officer
- Cashier questions will be answered during break out session
- Gear Tags on the Ground / Gear with No Tag?
- Look nearby, in case it fell off something that is still there
- Bring it to the Help Desk (there is one in both gyms)
- Take a photo and bring it to a leader
- You represent Newport, be polite, pleasant!