



## Steubenville Volunteer Position Descriptions

We are in need of approximately 100 Volunteers for each Steubenville conference in order to make everything run smoothly. Help is needed in a variety of areas as describes below.

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**Chapel:** Prayer is a key spiritual component of the conference. Adoration is a crucial part of your service and will be included in your Volunteer schedule. We invite you to spend your scheduled time in the adoration chapel, to pray for the success of the event, and for spiritual growth for all who will be participating in the conference.

**Exterior Logistics (St. Paul Conference Only):** Handle a wide variety of tasks, including: coordinating water and ice replenishment, arranging for golf carts/scooters, and performing exterior maintenance as required. Also perform special duties as assigned by the Regional Conference Partner.

**First Aid:** Attend to the health and well being of participants. Volunteers in this position must have some type of medical certification, but minimally First Aid/CPR. Typical items treated include dehydration, headache, and minor cuts.

**Food Service:** Provide assistance to conference participants by taking meal tickets, directing the food line and keeping the area clean. This position does not require cooking skills.

**Greeter:** Help Group Leaders as they arrive to become familiar with the conference location, including find their housing location. Manage an orderly flow of participants into the main event arena.

**Housing (St. Paul Conference Only):** Let participants into dorms during scheduled hours. Monitor areas for orderly behavior, safety and security. Ensure that rules are followed. Late night shifts are available from 9:30pm -12:30am.

**Interior Logistics:** Assist in the setup and transition of stage for each session. Move props and assist with environment, as needed in all interior conference session areas.

**Marketplace:** Assist participants in purchasing items that will aid them in their faith journey and remind them of their conference experience. Responsibilities may include set up or tear down of the Marketplace area, pricing, displaying, stocking, sign making and selling.

**Prayer Ministry:** Must attend special Prayer Ministry Training. Pray for the success of the conference before, during, and after the event. Assist Group Leaders with the prayer needs of participants during the conference. Keep the focus on Jesus Christ throughout the event.

**Priest Hospitality:** Ensure priests are checked in as they arrive at the conference site. Provide shuttle service between North & South campus (for St. Paul Conference only). Assist in serving meals, snacks and keeping hospitality area clean.

**Registration:** Ensure that all groups are checked in as they arrive at the conference site. Verify that signed liability forms are turned in and hand out participant arrival bags and name tags.

**Reconciliation:** Monitor orderly flow of participants in line for confession. Direct participants to priests as they become available.

**Security:** Keep order around the conference site. Ensure that participants are in appropriate areas and are accompanied by chaperones. Patrol the event area to ensure rules are followed for the safety of all. Late night shifts are available.

**Share the Glory:** Manage collection of donated items and move items from drop-off area to pick-up area. Record volume of items donated.

**Transportation:** Direct the flow of traffic into and out of the conference site. Provide direction for buses and cars. Monitor for safety of participants during vehicle loading and unloading.

**Ushers:** Maintain an orderly flow of participants in session rooms. Help direct people to seating, keep fire lanes clear, distribute materials and monitor traffic flow during communion.

**Volunteer Hospitality:** Assist in serving meals and snacks to volunteers. Take meal tickets; keep food area clean, direct food lines, restock snack items. This position does not require cooking skills.