



# SARS Ski Swap Volunteer Positions

These are volunteer positions you can volunteer for at the ski swap. Don't worry, instructions will be given, and we will truly appreciate the job you do! If you do not know what to do, just contact the Volunteer Coordinator and he/she will be happy to put you to work. Please note that duties may vary based on what needs to be done. Our program flourishes on the countless hours that our parents and volunteers put in. We would like to thank you in advance for your dedication and help.

## Friday Positions

### Venue Set-Up Team

Responsible for venue set-up for the event. Tables, bars and dividers placed where needed, directional and product signage optimal placement, pews from foyer to the boot room, etc.

### Point of Sale Set-Up Team

Set-up and assist in computer networks and computers/printers set up in the sales area. All prep for public database check-in team.

### Public Check-In Team

Responsible for greeting people at the front desks, checking in swap gear, ensuring all paperwork and information is complete, and moving items from front to tables for barcode tagging.

### Database Input Team

Responsible for accurate input of incoming public sale items and printing corresponding barcodes.

### Merchandising/Sales Floor Team

Responsible for getting the clothing and equipment from the check-in tables out and onto the floor for sale, organizing by size and product.

### Vendor Check-In/Backdoor Team

Vendor check-in and getting checked-in goods to the merchandising crew. Emphasis on quick and accurate completion of vendor check-in.

### Food Coordinator

FOOD!!! Order and receive pizza and prep salad for all workers on Friday evening. Will join another team for remaining shift.

## Saturday Positions

### Security/Teardown Team

Runners and helpers monitoring exits, backroom, and restroom entry/exits. All hands on deck with venue teardown.

### Point of Sale Team

Point of sale computer operators and sales associates. Troubleshoot or identify problems. Processing and making sales.

### Check-Out Help Team

Assist point of sale associates with running errands, clipping tags, and bagging of goods. Give breaks when needed and customer service.

### Sales Floor Help Team

Answer buyer questions and lead toward suggested gear. Hang up and organize goods during the sale. Roam the sale looking to be of assistance. Let volunteer coordinator know if you have special gear knowledge.

### Vendor Check-Out/Backdoor Team

Assist vendors in gathering their unsold goods and packaging them for getting out the door. Make sure vendor product is coming to the back in correct order.

### Food Coordinator

FOOD!!! Order and receive pizza and prep salad for all workers on Saturday midday. Will join another team for remaining shift.

#### Master Database/Back Room Team

Database management, tech support and safeguards that back room is quiet work space with minimum of questions and interruptions.

#### Public Pick-Up Team

After the sale unsold public goods are brought to the front in an organized manner. Swap customers are greeted at the door and given itemized lists of sold/unsold items, a check (if appropriate) and their unsold goods. Organization and speed are of the essence!

#### Venue Breakdown/Clean-Up

Tearing down the tables and moving them to the trailers. Disposing of all garbage. Sweeping and mopping the venue. Checking in with lead to see what other odd jobs need completing.