

Operations & Volunteers Task Description

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NOTE TO VOLUNTEERS & REQUIREMENTS

Hello Prospective Volunteers!

JAMA is excited about our upcoming conference NA 2008 in Philadelphia, PA – a momentous event at such an historical location. Praise God for his revelations of glory and faithfulness as our theme proclaims. Our theme this year is **LORD, LET YOUR GLORY COME DOWN: Repentance, Reconciliation & Revival** focusing on 2 Chronicles 7:1-3:

3 “When all the people of Israel saw the fire coming down and the glorious presence of the Lord filling the Temple, they fell face down on the ground and worshiped and praised the Lord, saying, ‘He is good! His faithful love endures forever!’”

NA 2008 conference staff/team would like to sincerely thank you for your interest in partnering with us in serving the nation towards a movement of awakening and prayer. A great part of our conference’s success depends on the help and prayers of our volunteers. We want to personally invite you to our NA 2008 conference. Your service plays a crucial role to the conference in helping bringing about the awakening of God’s glory and the personal pursuit of repentance, reconciliation & revival.

Before continuing on, please read below the requirements & benefits for volunteering at NA 2008:

- Need to be 19 years or older
- Expected to attend a conference-training session prior to conference start date (exact date will be specified in the future)
- Need to serve at least 25 active hours during the conference dates
- Understand and be in agreement in faith and policy with JAMA and be willing to follow them (go to www.jamaglobal.com to read what we believe)
- Willing to be directed by JAMA’s staff and follow at a moments notice
- Submit to leadership even when crossing differences in gender and age
- Practice grace and patience
- Need to arrange personal transportation to & from conference (JAMA will not provide this service)
- Need to arrange personal lodging during the conference (JAMA will not provide this service)
- Will receive free registration to conference
- Will receive paid meals on the days serving conference
- Will receive CD recordings of general session messages

Please consider these commitments and benefits as you sign up to join us in getting our nation fired up for the glory of God, Proclaim the good news of His greatness, and challenge this generation to an awakening towards a life in pursuit of His glory.

Join us!

VOLUNTEER TEAM TABLE

Volunteer Teams	# Of Volunteers
Set-up and Prep Team	20-25
Registration Team	15
Transportation Team	5
Safety and Ushering Team	20
Track Support Team-	90-100
Day Care	10
JAMA Kids	50
Youth	15
College	5
Crossroads	2
Marketplace Leadership	2
EM Pastors	2
Spiritual Formation	2
Multimedia Team	10
Production Team	5
Press Team	5
Retail Team	15-20
Hospitality Team	5
Info Booth Team	5
Tear-down Team	25-30
Sign Language Translator	1

SET-UP & PREP TEAM

PURPOSE: Assist production and operations load in and set-up for the conference

NUMBER OF VOLUNTEERS NEEDED: 20-25

COMMITMENT LEVEL: Minimum: 4 hours
Maximum: 6 hours

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6AM-Noon, 1PM-6PM

REPORTS TO & WORKS WITH: Operations Staff, Production Staff, Volunteer Coordinator

OVERVIEW:

The Set-up and Prep Team will help our production staff and operation staff set-up for the conference prior to the conference start. Assisting the production staff will require many strong and able-bodied people due to heavy lifting and setting up audio and visual equipment. Operation team needs help setting up various locations including registration and putting together conference packets (to list a few duties).

RESPONSIBILITIES (include but not limited to):

- Help set-up production equipment
- Help set-up registration and preparing conference package
- Help set-up track rooms
- Help set-up merchandise/exhibit area

- Available for other miscellaneous needs

REGISTRATION TEAM

PURPOSE: Register attendees

NUMBER OF VOLUNTEERS NEEDED: 15

COMMITMENT LEVEL: Minimum: 3 hours
Maximum: 6 hours

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 3PM-6PM; 6PM-9PM

REPORTS TO & WORKS WITH: Operations Staff & Volunteer Coordinator

OVERVIEW:

We are estimating that over 8000 people will attend NA 2008. All these people will need to be registered and counted as having attended. The registration team is only one day but the first face of our conference. Those with good customer service experience and computer savvy are asked to participate.

RESPONSIBILITIES (include but not limited to):

- Assist operations in putting together conference packets
- Register attendees and/or their church group
- Function an easy computer registration program

- Light math & calculations
- Available for other miscellaneous needs

TRANSPORTATION TEAM

PURPOSE: Assist in transporting staff members from specified locations throughout the conference in addition to running off-site errands

NUMBER OF VOLUNTEERS NEEDED: 5

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates and one day after

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6AM-9PM
June 30, 2008 (Monday): 8AM-9PM
July 1, 2008 (Tuesday): 8AM-9PM
July 2, 2008 (Wednesday): 8AM-11:59PM
July 3, 2008 (Thursday): Midnight-6AM

REPORTS TO & WORKS WITH: Operations Staff & Volunteer Coordinator

OVERVIEW: A majority of our conference staff members are from out of town and without transportation. The transportation team makes various runs throughout the conference with their personal form of transportation assisting NA 2008 staff with errands. Additionally, we will need about 3 "mature" (having pastoral experience) drivers to assist our speakers' transportation when necessary. Mature female drivers are encouraged to participate as well

RESPONSIBILITIES (include but not limited to):

- Provide valid driver's license
- Own personal form of transportation (JAMA will reimburse gas & parking fees)
- Drive with caution and care
- May want to have personal GPS to assist
- Assist operations in running off-site errands
- Drive to hotel, airport, stores, restaurants, etc.

- Available for other miscellaneous needs

SAFETY AND USHERING TEAM

PURPOSE: Ensure safety, protection and movement in conference areas especially during the General Sessions

NUMBER OF VOLUNTEERS NEEDED: 20

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-9PM
June 30, 2008 (Monday): 9AM-12PM, 6PM-10PM
July 1, 2008 (Tuesday): 9AM-12PM, 6PM-10PM
July 2, 2008 (Wednesday): 9AM-12PM, 6PM-10PM

REPORTS TO & WORKS WITH: Operations Staff & Volunteer Coordinator

OVERVIEW: The mass amount of attendees will need efficient and appropriate direction throughout the Pennsylvania Convention Center. The safety and ushering team maintain the movement and flow of the crowd, ensure the safety of attendees, check attendees' proof of conference registration, seat attendees, and guide attendees.

RESPONSIBILITIES (include but not limited to):

- Ensure safety of NA 2008 attendees
- Assist attendees to seats
- Check whether NA 2008 attendees have their proof of registration (wristbands)
- Uphold NA 2008 policies for backstage access and take responsibility for securing those areas

- Will not leave post unless reassigned
- Available for other miscellaneous needs

TRACK SUPPORT TEAM

PURPOSE: Assist various tracks in operations during track times

NUMBER OF VOLUNTEERS NEEDED: 90-100

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 30, 2008 (Monday): 1:30PM-5:30PM
July 1, 2008 (Tuesday): 1:30PM-5:30PM
July 2, 2008 (Wednesday): 1:30PM-5:30PM

REPORTS TO & WORKS WITH: Track Coordinators, Operations Staff & Volunteer Coordinator

OVERVIEW:

There are numerous tracks going on during the conference, the largest ones being JAMA Kids, Youth, and College. These tracks especially need as much help available. The following tracks are estimated to need the following amounts of volunteers:

- Day Care: 10 people
- JAMA Kids: 50 people
- Youth: 15 people
- College: 5 people
- Crossroads: 2 people
- Marketplace Leadership: 2 people
- EM Pastors Track: 2 people
- Spiritual Formation: 2 people

RESPONSIBILITIES (include but not limited to):

- Assist track coordinators with recording sessions
- Assist track attendees to seats
- Run in-house errands for the track speaker and coordinators
- Function and maintain the proper recording of audio/visual equipment

- Available for other miscellaneous needs

MULTIMEDIA TEAM

PURPOSE: Record NA 2008 memories via photo & video camera and create highlights in a short amount of time

NUMBER OF VOLUNTEERS NEEDED: 10

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Media Staff & Volunteers Coordinator

OVERVIEW: Pictures and film are our memories and history. Multimedia team helps take pictures and tape all the happenings throughout the conference. Those who love the art of videography or taking pictures are welcomed to come and help out. If you have your personal, high-quality camera, please come and share your technology. Additionally, many highlights and visual aspects are created during the conference for use during general sessions or tracks. These will need to be produced in good and presentable quality in a short amount of time. Late nights to all-nights are a high possibility.

RESPONSIBILITIES (include but not limited to):

- Film and/or take pictures throughout the conference
- Submit all picture and video files to NA 2008 graphic designer
- Creativity in producing highlights/video
- Experience in graphic software (e.g. photoshop, illustrator, in-design, etc.)
- Willing to work under extreme time pressure

- Willing to work late/all night
- Available for other miscellaneous needs

PRODUCTION TEAM

PURPOSE: Assist production team with audio/visual equipment

NUMBER OF VOLUNTEERS NEEDED: 5

COMMITMENT LEVEL: Minimum: 1 day
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Production Staff & Volunteers Coordinator

OVERVIEW:

In our main session hall, our production staff runs high-end equipment to give our conference audio and visual glamour. Camera operating and grip are a few jobs that our production staff will need help in. Volunteers with some experience in this field are highly welcomed to come and participate.

RESPONSIBILITIES (include but not limited to):

- Able to follow directions
- Able to see in dark situations
- Able to hear clearly (will be wearing a head-set in a loud area)

- Have some experience with operating cameras
- Available for other miscellaneous needs

PRESS TEAM

PURPOSE: Write and produce daily news highlights as well as conduct interviews

NUMBER OF VOLUNTEERS NEEDED: 5

COMMITMENT LEVEL: Minimum: 20 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Press Editor & Volunteers Coordinator

OVERVIEW: Extra. Extra. Read all about it. While many things are going on at once, our attendees are limited in their physical attendance. The press team will report on print the many happenings to inform our attendees on various events, updates and even closer looks at the many speakers that come to NA 2008. Not only will there be interviews and writing, the mass production for our 8000+ attendees is a part of the press team's greater responsibility.

RESPONSIBILITIES (include but not limited to):

- Able to write creatively and informatively under pressure
- Conduct informative interviews
- Work late hours

- Function a copy machine and load paper
- Available for other miscellaneous needs

RETAIL TEAM

PURPOSE: Assist in maintaining and retailing merchandise in exhibitor's area

NUMBER OF VOLUNTEERS NEEDED: 15-20

COMMITMENT LEVEL: Minimum: 10 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Operations Staff & Volunteers Coordinator

OVERVIEW: Our exhibitors' area consists of the JAMA store as well as our many speakers' booth where information is dispersed and merchandise sold. Training is quick and the work is easy as long as you know how to do some light math and have good customer service skills.

RESPONSIBILITIES (include but not limited to):

- Able to follow directions
- Do light math
- Have great customer service skills

- Available for other miscellaneous needs

HOSPITALITY TEAM

PURPOSE: Maintain our various VIP rooms

NUMBER OF VOLUNTEERS NEEDED: 5

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Operations Staff & Volunteers Coordinator

OVERVIEW: There are certain rooms assigned to certain VIP people associated with NA 2008 conference. Such rooms include the speakers' lounge, coordinators' lounge, and volunteers' lounge. The hospitality team will maintain the cleanliness and provisional aspects of these rooms so that VIPs, like our volunteers, have a nice and comfortable place to chill.

RESPONSIBILITIES (include but not limited to):
- Maintain VIP rooms

- Display welcome hospitality to VIPs
- Available for other miscellaneous needs

INFO BOOTH

PURPOSE: Man the information booths to direct attendees to appropriate places

NUMBER OF VOLUNTEERS NEEDED: 5

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 8AM-10PM
July 1, 2008 (Tuesday): 8AM-10PM
July 2, 2008 (Wednesday): 8AM-10PM

REPORTS TO & WORKS WITH: Operations Staff & Volunteers Coordinator

OVERVIEW: The info booth is where NA 2008 attendees will drop by if they are lost, confused, or in need of information regarding NA 2008 (and sometimes other things not so related to NA 2008). Info Booth Team will direct and assist our attendees in the appropriate means necessary.

RESPONSIBILITIES (include but not limited to):

- Maintain information booth
- Have great customer service skills

- Available for other miscellaneous needs

TEARDOWN TEAM

PURPOSE: Help production and operation staff clean up and load out

NUMBER OF VOLUNTEERS NEEDED: 25-30

COMMITMENT LEVEL: Minimum: 6 hours
Maximum: July 2, 2008 (Wednesday): 10PM – July 3, 2008 (Thursday): 6AM

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 6PM-10PM
June 30, 2008 (Monday): 9AM-12PM, 6PM-10PM
July 1, 2008 (Tuesday): 9AM-12PM, 6PM-10PM
July 2, 2008 (Wednesday): 9AM-12PM, 6PM-10PM

REPORTS TO & WORKS WITH: Operations Staff, Production Staff & Volunteers Coordinator

OVERVIEW: After the conference, all equipment and set-ups need to be dismantled, cleaned-up and loaded-out of the convention center. NA 2008 will once again need many strong and able-bodied people due to heavy lifting and tearing down audio and visual equipment. Operation team needs help cleaning up all the track rooms and headquarters.

RESPONSIBILITIES (include but not limited to):

- Help tear down & load out production equipment
- Help tear down & load out track rooms
- Help tear down & load out merchandise/exhibit area
- Help tear down & load out headquarters
- Available for other miscellaneous needs

AMERICAN SIGN LANGUAGE TRANSLATOR

PURPOSE: To provide sign language for those attendees who are hearing impaired.

NUMBER OF VOLUNTEERS NEEDED: 1

COMMITMENT LEVEL: Maximum: Throughout conference dates

SHIFTS TO BE FILLED: June 29, 2008 (Sunday): 7:00-9:30 PM General Session

June 30, 2008 (Monday): 9:00-11:30 AM General Session
1:30-3:00 PM Track Session
3:30-5:00 PM Track Session
7:00-9:30 PM General Session

July 1, 2008 (Tuesday): 9:00-11:30 AM General Session
1:30-3:00 PM Track Session
3:30-5:00 PM Track Session
7:00-9:30 PM General Session

July 2, 2008 (Wednesday): 9:00-11:30 AM General Session
1:30-3:00 PM Track Session
3:30-5:00 PM Track Session
7:00-10:00 PM General Session

REPORTS TO & WORKS WITH: Volunteers Coordinator