



Volunteer Assignments

Conference Information Center. The Conference Information Center is the general information source for guests, and as a volunteer you assist guests with general questions, Leadership Summit questions, Grace-specific questions and is home to the business center where guests can receive information on reserving breakout rooms, wireless internet, phones and copier/fax machine use. You are also responsible for posting guest messages and contacting medical assistance if needed.

Facilities. Your primary duty will be to assist the Grace Staff Facilities Team with making sure that all areas of the building being used for the Leadership Summit are kept tidy so as to create a welcoming and comfortable atmosphere.

Lunch Team. You are responsible for helping set-up the box lunches for our guests. Other tasks may include dressing tables, prepping drinks, arranging food and beverages, delivering food to breakout rooms and cleaning up at the conclusion of the lunch break. Volunteers serving on this team will receive a complimentary lunch.

Parking Team. Your role is less about directing traffic and really more about greeting people with a smile, answering an occasional question, and pointing our guests in the right direction.

Registration Solutions Team. Your primary role is to address registration concerns and assist any guest that is registering on-site.

Registration Supply Team. You will support the guest check-in process by restocking registration supplies in the bags used by the Express Guest check-in team.

Registration Team. Welcome guests with a smile and be as helpful as possible. Your specific role is to give each guest his or her name badge and conference materials. If the guest has any problems with the registration process, he or she should be directed to "Registration Solutions." Questions about the Leadership Summit, Grace, or the Indianapolis area can be answered at the "Conference Information Center."

Resource Center Team. The Willow Creek Resource Center is an area where conference guests can purchase books written by the speakers, Willow Creek Association materials, and other resources. As a Resource Center volunteer, you will help guests locate materials and/or serve as a cashier.

Snack Area. You will be working to ensure that all of snack tables are prepared for the start of the Conference. The job will involve putting on table covers and skirts and staging bins for drinks.

Drink Preparation – Will Require Heaving Lifting. You will be working to ensure that all of drink tables are prepared for the start of the Conference. The job will involve staging bins for drinks and moving and lifting drinks into staging bins.

Set-Up: Dress Tables Breakout Rooms. You will be responsible for putting table cloths out in guest meeting rooms, the North Auditorium and Student Ministries East (our on-site dining room)

Set-Up: Facilities Breakout Rooms Tables And Chairs – Will Require Heaving Lifting. You will assist the Grace Facilities Team to ensure that all of our ancillary rooms are set-up* for our guests to use. On Wednesday Set-up Day, the job will involve moving tables and chairs in GKC and North Wing Classrooms, the North Auditorium, Student Ministries West and Student Ministries East (our on-site dining room).

Set-Up: Registration. You will work with the leaders of our Registration and Registration Solutions Team to prep conference materials for the roving Guest Registration system volunteers. This will include unpacking guest materials, prepping conference courier bags and staging materials for distribution during the conference.

Set-Up: Resource Center. The Willow Creek Resource Center is an area where conference guests can purchase books written by the speakers, Willow Creek Association materials, and other resources. This job will require moving boxes and unpacking the materials that are available for sale at the conference as well as skirting tables and prepping table displays.

Setup: Signage. You will assist by hanging welcome and directional signage on the exterior of the building, interior locations in Town Square and other areas of the building and in placing parking lot signs. This job will require standing on a ladder.

Snack Team. You are responsible for providing snacks to hungry guests. Depending on your shift, you may be asked to perform several tasks. These tasks include preparing snacks for breaks, setting up tables and arranging food and beverages, adding food and beverage items where needed, and cleaning up at the conclusion of a break.

Usher Team. Ushers are posted at each of the entrances to the auditorium. Your responsibilities include, but are not limited to, checking guest name badges, enforcing the food and drink policy, clearing aisles prior to each session, ensuring that each guest receives a handout (when necessary), monitoring the auditorium doors, and directing guests when the auditorium is cleared for breaks or during an evacuation.

Welcome Team. The Welcome Team will greet conference guests at the door with a friendly smile in order to set the stage for a positive Summit experience. Be prepared to give directions for how to navigate the building!