

## **2008 NCCYM TEAM DESCRIPTIONS**

**Welcome Bags** Coordinator – Terri Swisher *Staff Liaison: Mark Delsander*

***Responsible for the procurement and assembly of hospitality items.***

**General Committee Tasks include:**

- ▶ Utilize the developed letter and mail donation letter requesting items such as snacks, water bottles, discount coupons for restaurants to put into a welcome bag and small items as gifts
- ▶ Ensure all items to be placed in bags are at Convention Center no later than Tuesday, December 2, 2008
- ▶ Assemble bags on Tuesday & Wednesday of conference week and give welcome bags to NFCYM registration staff

**Hotel Hospitality** Coordinator – Helen Bencic *Staff Liaison: Georgia McCoy*

***Responsible for creating a welcoming atmosphere in hotel lobbies.***

**Tasks include:**

- ▶ Recruit others who you feel are good at hospitality and welcoming others
- ▶ Participate in a training on roles/areas assigned to assist with welcoming participants and general direction giving in the four hotel lobbies (Crown Plaza; Marriott, Renaissance and Hampton Inn)
- ▶ Be at the table at scheduled times.
- ▶ Welcome and direct participants as they arrive at the hotel or look for the Convention Center.
- ▶ Notify Coordinator that easel/electronic signage is not in place
- ▶ Wear Team t-shirts or name tags when on duty

**Convention Center Hall Hospitality** Coordinators– Libby Peterson & Jen Belock  
*Staff Liaisons: Mark Delsander, Margaret Vogel*

**Responsible for creating a welcoming atmosphere at the Cleveland Convention Center.**

**Tasks include:**

- ▶ Recruit those who you feel are good at hospitality and welcoming others
- ▶ Participate in a team training
- ▶ Assist participants with general direction giving/traffic flow/room monitoring/workshop moderation as needed and directed.
- ▶ Be familiar with the NCCYM schedule and logistics of the Convention Center and Hotels
- ▶ Transport items to the Convention Center shipped to diocese prior to event.
- ▶ Be at assigned locations at assigned times (top of taxi ramp, music hall, workshops, etc...)
- ▶ Let coordinator know if easel/electronic signage/welcome banner are not in place
- ▶ Wear Team t-shirt or name tag when on duty
- ▶ Need a Special Team for Music Hall - to work solely in the Music Hall
- ▶ Post 2 people near the Exhibit Hall before they open to keep non exhibitors out
- ▶ Team to assemble gift bags on Saturday afternoon

**Airport Hospitality** Coordinator – Boy Scouts *Staff Liaisons: Georgia McCoy, Mary Ellen Ewers-Peña*

**Responsible for creating a welcoming atmosphere at Hopkins International Airport (CLE)**

**Tasks include:**

- ▶ Recruit those who you feel are good at hospitality and welcoming others
- ▶ Participate in a training to assist with welcome/hospitality tasks at Hopkins International Airport
- ▶ Be familiar and work with the airport "Gold Coat" welcome volunteers
- ▶ Be at the welcome table in the baggage claim area at the airport during assigned times and greet and direct participants as they approach the table
- ▶ Assist with transportation via RTA and Taxi
- ▶ Wear Team t-shirt or name tag when on duty
- ▶ Notify Coordinator if easel/electronic signage is not in place and take action to resolve if not
- ▶ Post 2 people at the RTA airport entrance to assist RTA travelers (Wed & Thurs)
- ▶ Post 2 people at the RTA exit in Tower City to assist travelers (Wed, Thurs)
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**VIP Transportation** Coordinator – Sr. Cordel Kopec *Staff Liaison: Mary Ellen Ewers-Peña*

**Responsible for creating a welcoming atmosphere at Hopkins International Airport**

**Tasks include:**

- ▶ Recruit those who you feel are good at hospitality and welcoming others
- ▶ Pick up featured speakers and bishops at the airport and transport them to their specific hotels as assigned by the coordinator. She will have the list of itineraries for speakers and bishops who request transportation to and from the airports
- ▶ Volunteers will need valid driver's license, proof of insurance, cell phones, and access to a reliable vehicle. The office will work with the VIP Coordinator to do driving background checks with BMV.
- ▶ Submit a copy of your driver's license and insurance to the coordinator or staff liaison at least 4 weeks prior to the conference
- ▶ Once at hotel, direct Bishops and other VIPs to their Convention check-in points
- ▶ Submit any anticipated costs to the coordinator by October 1, 2008 to cover parking and mileage costs.
- ▶ Wear Team t-shirt or name tag when on duty
- ▶ Must know/have knowledge of location of VIP Hospitality suite

**Service Project** Coordinators – Jackie Knox & Linda Herold *Staff Liaison: Margaret Vogel*

**Responsible for the overall coordination of the service option at the Cosgrove Center**

**Tasks include:**

- ▶ Work with the Coordinator regarding specific tasks of the project (cooking, serving meal, etc.) which will happen early Thursday morning and Thursday lunchtime
- ▶ Greet participants at gathering area and travel with them to and from the event.
- ▶ Follow any instructions/rules set by Cosgrove Center
- ▶ Prepare budget with staff input
- ▶ Wear Team t-shirts and/or nametags when volunteering
- ▶ Participate in service project early Thursday morning and Thursday lunchtime during the

conference

**Sales and Information**    Coordinator - Melissa McCall    *Staff liaisons: Margaret Vogel, Mary Ellen Ewers-Peña*

**Responsible for the sales/information booth.**

**Tasks include:**

- ▶ Welcome folks, and Sell, Sell, Sell!!!
- ▶ Help set up and run sales/information booth from Thursday morning of conference through Sunday after the closing liturgy.
- ▶ Staff the booth at assigned times from Wednesday – Sunday with at least 3 people (hours to be determined based on conference schedule).
- ▶ Let Coordinator know when supplies of any given item are low
- ▶ Keep the sales area neat and clean to produce sales
- ▶ Wear Team t-shirts and/or name tags when on duty
- ▶ Have info brochures and local maps on hand with lists of recommended eating options in walking distance.
- ▶ Ensure tracking of itemized sales, income, expenses and final inventory when assigned to area

**Sacristan/Daily Liturgical**    Coordinator - Fr. Jeff Cornelius    *Staff liaison: Georgia McCoy*

**Responsible for gathering liturgical/prayer/general supplies and daily sacristan duties.**

**Tasks include:**

- ▶ Work with the Coordinator to gather all liturgical supplies, vestments and sacramentals needed and to purchase communion bread and wine (reimbursable) for all daily liturgies and closing mass.
- ▶ Work as sacristan at assigned times for daily liturgies and assist program leader for closing Mass.
- ▶ Makes sure lectors and Eucharistic ministers are assigned and rehearsed and present for assigned services.
- ▶ As requested by the Coordinator, work with priests wishing to concelebrate mass.
- ▶ As requested by the Coordinator, assist in locating interpreters (i.e.: sign language) as needs indicates for General Sessions/Liturgy.
- ▶ As requested by the Coordinator, assist the Adult Spirituality Task Group in locating supplies for Prayer Room.
- ▶ Assist Program Development Team with supplies needed for general program and liturgy.
- ▶ As requested by the Coordinator, oversee separate sign-up lists for daily mass ministers, confessors and concelebrants (to be made available at info and sales booth).
- ▶ Assists with the distribution of collection buckets and envelopes
- ▶ Assist CYF in counting the collection after Masses on Saturday night and Sunday morning.

**Rock Out Poverty Event**    Coordinator – Jennifer Cirincione    Staff liaison: Mark Delsander

**Responsible for implementation of the Rock Out Poverty event on Friday, December 5 at The Rock and Roll Hall of Fame and Museum**