

Volunteer Team Roles

The below is an indication of the tasks that you will be performing and the times you will be required across the weekend for each volunteer team. Please note that you may be required to assist with additional task as well, as needed.

We appreciate your willingness to be flexible and your servant hearts to do whatever is required to ensure the smooth running of KEC!

AV Team

Main responsibilities:

- Assist the Audio-Visual supplier with tasks allocated including:
 - Camera operation
 - Lyrics operation
 - Audio monitoring
 - Stagehands

Times Required:

- Available for training on Thursday night
- Arrive at auditorium 30 minutes prior to doors open for each session
- Assist with AV during sessions

Coffee Cart Team

Main responsibilities:

- Set up and pack down of coffee carts
- Take orders and process payments
- Prepare and serve hot drinks
- Support coffee cart staff

Times Required:

- Please arrive at the Coffee Carts 45 minutes before the doors open for each session
- You will be able to sit in during the sessions (you may miss the beginning and the end of each session, but will be able to hear the talks)
- Please move to your allocated spot at the beginning of the final song before the morning tea/supper break and at the conclusion of the session.



Phone 1300 737 140
Fax 1300 737 145
Email kec@kcc.org.au
Web easterconvention.com

Head Office
PO Box 156
Burwood NSW 1805

StayKCC
119 Cliff Drive
Katoomba NSW 2780

Morning Tea Team

Main responsibilities:

- Set up and pack down of morning tea tent
- Prepare and serve hot drinks and food
- Assist with the flow of people through the serving tent/s

Times Required:

- Please arrive at the morning tea tent 1 hour before the start of the morning session to set up for morning tea
- You will be able to sit in during the sessions (you may miss the beginning and the end of each session, but will be able to hear the talks)
- Please move to your allocated spot at the conclusion of the talk before the morning tea break.
- At the end of the second morning session, assist to clean up and re-set the morning tea tent prior to departing.
- Assist with serving food during the evening supper break

Site Hosts

Main responsibilities:

- Providing access to allocated rooms
- Ensuring accommodation is kept clean
- Organising groups to do orderlies and supervising to ensure completed (applicable for Hartley, Kedumba and CMS sites only)
- Communicate with those staying at your accommodation
- Be available and ready to assist in case of emergency

Times Required:

- Available to arrive on Thursday before delegates/volunteers
- Before, during and after meals
- Night time, if required.



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Parking Team

Main responsibilities:

- Assisting delegates at the Oval Carpark, Oval Info Tent, Oak Street Bus Stop, Violet Street Crossing (from Clairvaux to Main Site) and Katoomba High School
- Set up and pack down Oval Carpark area.
- Help ensure the safety of people in parking areas and when crossing roads, by getting people to stop when cars are coming.
- Direct people to sensible places to park, including directing people not to park in “no-convention parking” areas.
- Direct people to additional parking areas if Oval Carpark is full or unable to be used.
- Assist people to park effectively to maximise the number of parking spaces available.
- Take note of cars parked illegally around the site.
- Be friendly to our KCC neighbours
- Pick up rubbish and keep the parking areas clean
- Have an attendant at the information tent on Violet Street to direct people
- Have an attendant at the parking area at Katoomba High School to perform the same duties as above.

Times Required:

- Please arrive at your appointed station 1 hour before the doors open for both the morning and night sessions.
- Please remain at your allocated area until 10 minutes after the session starts
- You can then make your way to the auditorium to sit in during the sessions
- Please move to your allocated area at the beginning of the final song to assist people as they leave.

Ushering Team

Main responsibilities:

- Ensure that the auditorium is cleaned and re-set after each session
- Set up for sessions by putting items on chairs
- Be a friendly face to greet our delegates each session.
- Usher people to seats, filling from the front back and trying to fill all seats.
- Assist with offertory collection



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KATOOMBA EASTER CONVENTION

- Familiarise yourself with the site map, especially the Plaza layout (toilets, bookshop, info tent, coffee cart, morning tea tent, sponsor tents) to be ready to point people in the right direction.
- Be a point of contact for people to point them in the right direction (if you are not sure, point them in the direction of the Info Tent)
- Ushering volunteers may be needed to keep people moving during morning tea
- Ushering volunteers may be needed to assist with coffee carts
- In the case of an emergency, assist KCC Staff to evacuate the auditorium calmly and quickly, directing people to the emergency assembly point (The Oval Carpark).
- Pack away chairs at the end of the event

Times Required:

- Please arrive at the Auditorium 40 minutes before the doors open for each session
- You will be able to sit in during the sessions
- Please move to your allocated spot at the beginning of the final song to assist people to leave the auditorium.
- During the breaks, please make yourself available to assist people and point them in the right direction.



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