

Davis Grad Night Volunteer Job Descriptions and Shifts

Emerson Junior High School, 2121 Calaveras Avenue

Friday, June 8 - Saturday, June 9, 2012

Job	Description	Early Shifts (NOT FOR PARENTS ATTENDING GRADUATION)	Late Shifts (Saturday AM)
Sea Crate & Storage Move	On Thursday a.m., June 7 Help move decorations, props, tables, etc from storage locations to Emerson. Trucks needed, but any vehicle OK.	4 people from 8-11 at Harrisons, 2 nd St. 4 people from 11-1 at DHS sea crates, behind IPAB (this is where we need trucks)	
Tour Hosts	Host public tours of the Grad Night venue at Emerson JHS.	Tour Host Leader: 3:45 – 7:15 PM (9) Tour Hosts: 3:45 – 7:15 PM	
Greeters	Greet, check-in and check-out all vendors and volunteers. Show them where to set up or where their area is. Explain emergency procedures. Oversee tee-shirt sales. Clean volunteer room at the end of the evening. <i>Good job if you don't want to be seen by your student</i>	Shift Leader & (5) Greeters: 2 – 6 PM Shift Leader & (5) Greeters: 5:30 – 9:30 PM Shift Leader & (5) Greeters: 9:00 PM – 1 AM	Shift Leader & (2) Greeters: 12:30 – 4:30 AM Shift Leader and (3) Greeters: 4 – 8 AM
Ticket Sales	Sell Grad Night tickets to Grads until midnight. <i>Good job for DaVinci, MLK and DSIS parents</i>	Shift Leader: 9 PM to midnight (3) Ticket sellers: 9 PM to midnight	
Outside Check-In	Check in each Grad as they arrive and hand out 'passports.' Close the entry at midnight and clean up entry area. <i>Good job for DaVinci, MLK and DSIS parents</i>	Shift Leader: 9 PM – 12:30 AM (4) Checkers: 9 PM – midnight (4) Checkers: 9:30 PM – 12:30 AM	
Inside Check-in	Check in/out bags, backpacks, winnings, and things the grad wants to store.. Monitor items going into Grad Night. Check-out Grads as they leave. Take-down and clean-up area at the end of the evening. <i>Junior parents only</i>	Shift Leader: 9 PM – 2 AM (6) Checkers: 9:15 PM – 1 AM	Shift Leader: 2 – 7 AM (3) Checkers: 12:45 – 4:15 AM (6) Checkers: 4 – 7 AM
Beverage Bar	Prepare and serve juices and sparkling drinks for grads, outside by the Stadium activities. <i>Sophomore parents only</i>	(2) bartenders: 9 PM – 1:00 AM (1) bartender: 10:30 PM – 2:00 AM	(2) bartenders: 12:30 – 4:30 AM (2) bartender: 2 – 5:30 AM
Casino	Host/deal cards for the casino games. Or host the Wheel of Fortune game.	Pit Boss 9:15 PM – 1 AM Craps Croupier: 9:15 PM – 1 AM Craps Croupier: 9:30 PM – 1:15 AM Craps Croupier: 10 PM – 1:45 AM (2) Wheel of Fortune Hosts: 9:15 PM - 1 AM (1) Wheel of Fortune Workers: 9:15 PM – 1 AM (4) Cashiers: 9:15 PM – 1 AM (2) Roulette: 9:15 PM – 1 AM (5) Poker & Blackjack Dealers: 9:15 PM – 1 AM	Pit Boss 1 – 5 AM Craps Croupier: 1 – 4:45 AM Craps Croupier: 1:15 – 5 AM Craps Croupier: 1:45 – 5:30 AM (2) Wheel of Fortune Hosts: 1 – 5 AM (1) Wheel of Fortune Workers: 1 – 5 AM (4) Cashiers: 1 – 5 AM (2) Roulette: 1 – 5 AM (5) Poker & Blackjack Dealers: 1 – 4:45 AM

		(5) Poker & Blackjack Dealers: 9:30 – 1:15 AM (8) Poker & Blackjack Dealers: 10 PM – 1:45 AM (5) Poker & Blackjack Dealers: 10:30 PM – 2:15	(5) Poker & Blackjack Dealers: 1:15 – 5AM (8) Poker & Blackjack Dealers: 1:45 – 5:30 (5) Poker & Blackjack Dealers: 2:15 – 6AM
Food Pick-Up and Prep	Pick up food at restaurants and stores in Davis (finish by 8 PM). Receive and prep delivered food (washing fruit, cutting vegetables, warming items). Set out beverages in tubs and food on serving tables.	Food Pick-Up Leader: 4 – 8 PM Perishable Food Pick-Up: 11 am – 3 pm (4) Pick up Workers: 4 – 8 PM Food Prep Shift Leader: 6 – 9:30 PM (7) Food Prep Workers: 6 – 9:30 PM	
Food Prep and Serving	Prepare (as above) and replenish food on tables & trays. Replenish drinks in tubs. Carry food on trays to serve Grads and volunteers.	Prep-Serve Shift Leader: 9:30 PM – 1 AM (4) Food – Kitchen: 9:30 PM – 1 AM (6) Food – Rovers: 9:30 PM – 1 AM	Prep-Serve Shift Leader: 1 – 4:30 AM (2) Food – Kitchen: 1 – 4:30 AM (4) Food – Rovers: 1 – 4:30 AM
Food Clean-Up	Begin organizing leftover food for clean up. Collect all beverage containers from throughout the site. Move all waters and sodas to the front entry for the clean-up workers. Put out breakfast food for volunteers. Deliver leftovers to donation sites.		Clean-Up Shift Leader: 4:30 – 8:00 AM (6) Food Clean-Up: 4:30 – 8:00 AM
Activities	Parent volunteers in these areas will facilitate the activities. They will help the vendors when necessary, replenish supplies, and coordinate the area's activities.	Beading: 9:30 PM – 1:30 AM Boxer Bingo: 9:30 PM – 1:30 AM Mini-Golf: 9:30 PM – 1:30 AM Hypnotist: 11:00 PM – 3:00 AM Music Room Host: 9:30 PM – 1:30 AM China Road Host: 9:30 PM – 1:30 AM Boardwalk Host: 9:30 PM – 1:30 AM (3) Inflatable Adventures: 9:30 PM– 1:30 AM	Beading: 1:30 – 5:30 AM Boxer Bingo: 1:30 - 5:30 AM Mini-Golf: 1:30 – 5:30 AM Music Room Host: 1:30 – 5:30 AM China Road Host: 1:30 – 5:30 AM Boardwalk Host: 1:30 – 5:30 AM (3) Inflatable Adventures: 1:30 – 5:30 AM
Raffle	Raffle workers will draw tickets, distribute door prizes, update distribution lists, and hold the Grand Prize drawing	(6) Raffle workers: 9:30 PM – 1:30 AM	(6) Raffle Workers: 1:30 – 5:30 AM
Monitors	Monitor the activities in the “Stadium” and “Outdoor Commons” areas. Observe and secure the doors and assist the grads with any problems.	(4) Stadium Monitors: 9:30 – 1:30 AM (4) Outdoor Commons Monitors: 9:30 – 1:30 AM	(4) Stadium Monitors: 1:30 – 5:30 AM (3) Outdoor Commons Monitors: 1:30 – 5:30 AM
Security & First Aid	Provide security for Emerson exits and help check-in and check-out Grads. Make security calls to parents and escort Grads to cars before 4 AM. Administer minor first aid (<i>RNs & DRs please</i>).	Shift Leader: 9:15 PM – 1:15 AM (6) Security Workers: 9:15 PM -1:15 AM First Aid: 9:15 PM – 1:15 AM	Shift Leader: 1:15 – 5:15 AM (7) Security Workers: 1:15 – 5:15 AM First Aid: 1:15 – 5:15 AM
Clean Up	Begin clean up of Grad Night areas; organize supplies for return to sea crates; review instructions for items to be saved, recycled, or disposed of. Organize supplies for return to storage; review instructions for items to be saved, recycled or disposed of; load trucks for items for storage; begin removal of all tape, staples, glue, etc. Load trucks with		(12) Clean-Up Workers: 5 – 9 AM (12) Clean-Up Workers: 6 – 10 AM (8) Clean-Up Workers: 7 – 11 AM (8) Clean-Up Workers: 8 AM - Noon

	items for storage; re-check all areas for tape, staples, glue; organize recycle and trash; check with custodians to ensure clean up is complete.		
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