



Volunteer Responsibilities

Welcome Desk Attendants:

Coordinator - Cindy Easson at 902-680-6189 or cindyeasson@hotmail.com

- Sit at desk inside curling club doors to offer a warm welcome to people as they enter
- Conduct Covid-19 vaccination checks of anyone who has not yet had a check completed at the club
- Distribute player/coach and volunteer bracelets
- Perform daily contact tracing by:
 - Checking off curling club members who enter club from a master list
 - Checking off players/coaches once a draw is underway
 - Recording names and phone numbers of spectators who are not members
- Count people to ensure we do not exceed 150 people within the club
- Provide information, including the program to those wanting one, and answering questions
- Guidance will be provided

Timers:

Coordinator – Danny Vaughan at 902-670-2391 or danny.vaughan@ns.sympatico.ca

- Training by an official will be provided ahead of the event
- Time the 'thinking time' for each team
- Record time remaining at completion of ends
- Record 'time outs' used by each team
- Advise timing supervisor if a team is in jeopardy of running out of time (e.g. under 2 minutes and 1 end)
- Timers must remain focused on their game
- Best seats in the house for viewing!

Social Media Content Contributors - We need your help

Coordinator – Megan White at exit@meganwhite.ca

We want your perspectives! Snap photos or short videos of games, curlers, volunteers, candid & shenanigans - don't worry about making it perfect, we just want content - photos, stories, moments to share with the world so they can see how much fun and what a wonderful facility we have here.

Want to write a caption? Super! Not sure what to say? No problem just send the photo along with a description of who and what is in it and Megan will take care of the rest.

If you are familiar with social media want to post pics of the fun to your own page, that's great! Just use the hashtag #berwickcurlingclub or tag @berwickcurlingclub and it will automatically link to our Club page on Instagram, the more content we create by using these, the more our online presence will grow, every little bit counts.

If that all sounds like gibberish, don't be alarmed, we have you covered - email photos to exit@meganwhite.ca and your job is done!

Bartenders:**Coordinator - Shannon Cooper at Shannon.gullison@gmail.com**

- Depending on the time, may need to open or close the bar
- Sell drinks
- Pick up dirty glasses from around clubroom
- Reconcile cash at end of shift

Online Scorers:**Coordinator - Dan Keddy at dan.b.keddy@gmail.com**

- Keep track of scores on each sheet and post to the designated website for display

Cleaners:**Coordinator – Sandy Macdonald at sandy1@ns.sympatico.ca**

- Follow a checklist of items to clean which may include vacuuming/sweeping floors, sanitizing door handles/light switches, chairs, tables and other high touch surfaces, cleaning bathrooms, cleaning the Player's Lounge, and restocking Kleenex, toilet paper, etc.

Kitchen Attendants:**Coordinator – Connie Milne at abcmilne@eastlink.ca**

- Keep tea, coffee, water available. Pour and serve to people as requested as per Covid-19 regulations which require that food and drink must be served to people versus people taking the food and drink they want
- As draws end, curlers will come to the counter (identified by blue bracelets) and ask for food from a menu of pre-prepared food items. Food must be handed to them.
- Keep track of inventory of prepared foods. Make more, if needed, or modify the list of foods available
- Will work in concert with Cash Canteen attendants

Cash Canteen Attendants:**Coordinator TBD – Connect with Michelle at michelle.larsen1477@gmail.com for interest in being coordinator or helping out in canteen**

- Prepare food items for sale
- Take food orders, collect money and serve food
- Will work in concert with Kitchen Attendants

Reception Attendants:**Coordinators – Carol Hiscock at carol.hiscock@gmail.com , Janice Lutz janicelm.lutz@gmail.com or Alison Austin at Austin.illsley@ns.sympatico.ca**

- A reception will be held on Wednesday, December 8 at 5:30PM. Volunteers will be needed to help prepare appetizers and serve them to event attendees.