

## What are the responsibilities and time commitment as a volunteer?

The responsibilities and time commitment for a HIM volunteer vary based on the event and area of service.

Service at Honolulu Conference				
Area of Service	General Responsibilities	Time Commitment	Training	Other Information
<b>Administrative</b>	<p>Assists in the preparation of conference materials, including but not limited to creating staff and volunteer nametags, stuffing pre-conference packets, printing and assembling volunteer handbooks, prepping and mailing volunteer packets, taking inventory of HIM logo items, etc.</p> <p>Answer phones and directs calls to the appropriate staff.</p>	<p>Flexible; will work around individual's availability where possible.</p> <p>Begin as early as April of the previous year.</p>	<p>Instruction provided per project/assignment.</p>	<p>Familiarity in using Microsoft Word and Excel helpful, but not required.</p>
<b>Angel</b>	<p>Directs delegates to appropriate areas/sessions;</p> <p>Takes attendance during General Session and Seminar Series sessions;</p> <p>Preps ballrooms before/after General Sessions;</p> <p>Provides technical assistance to speakers and general assistance to delegates during Seminar Series sessions;</p>	<p><b>Must</b> be able to commit to the following schedule:</p> <p>Thursday: 3:30 pm – 11:00 pm (7.5 hours)</p> <p>Friday: 6:30 am – 11:00 pm (16.5 hours)</p> <p>Saturday: 6:30 am – 5:00 pm (10.5 hours)</p>	<p>Angel handbook mailed six weeks prior to conference.</p> <p>Mandatory three-hour training on Wednesday evening prior to conference.</p> <p><b>Note:</b> First time angels are also expected to attend an additional training a month prior to conference.</p>	<p>Must be able to stand on feet for long periods of time;</p> <p>Must be able to lift heavy objects such as boxes of speaker materials, video projectors and other audio/visual equipment;</p> <p>Must be able to work as a team under the direction of the Zone Leader, Archangel, Ballroom Director, and/or Audio Visual Angel</p>

	Provides general assistance during the conference to HIM staff and delegates.			<b>Note:</b> Angels may not be able to attend General Sessions and/or Seminar Series sessions based on their assignments.
<b>Dove Taping Booth</b>	Duplication and sale of Dove Conference's CDs and DVDs.	Shift times:  Friday: 7:00 am – 12:00 noon 12:00 pm – 5:00 pm 5:00 pm – 10:00 pm  Saturday*: 7:00 am – 8:00 pm  *May work shorter shift on Saturday if also serving on Friday.	Instructions provided upon check in	Must be able to stand on feet for long periods of time;  Must be able to work in a fast-paced environment.
<b>Friday Night Concert Security Team</b>	Directs crowd as delegates exit Friday evening General Session;  Directs concert attendees to respective lines;  Monitors youth as they are dismissed from 6:30 pm sessions and directed to their respective lines;  Ensures safety of attendees by providing crowd control during concert.	Friday: 6:45 pm to 11:30 pm	Detailed instructions mailed six weeks prior to conference.	Experience in managing large crowds and/or passion in working with youth preferred.  Law enforcement background helpful.
<b>Guardian Angel</b>	Ensures safety of attendees by monitoring crowd during break and meal times.	Shift times varies	Instructions provided upon check in	Must be able to stand on feet for long periods of time.
<b>HIM Logo Shop</b>	Helps setting up and breaking down the Logo Shop;  Ensures that t-shirts	Shift times varies	Logo Shop handbook mailed six weeks prior to conference.	

	<p>are nicely folded and replenished on designated tables;</p> <p>Processes sales transactions;</p> <p>Answers questions regarding merchandise and prices.</p>		Mandatory 90-minute training on Thursday afternoon.	
<b>HIM Prayer Team</b>	<p>Serves on HIM Prayer Team throughout the year;</p> <p>Provides staffing at the HIM Prayer Room during conference;</p> <p>Prays with conference participants that visit the HIM Prayer Room;</p> <p>Prays over prayer requests that are submitted during conference;</p> <p>Serves as watchman and provides intercessory prayer during General Sessions;</p> <p>Prays over the facility prior to and during conference.</p>	Shift times varies	<p>Prayer Team handbook mailed six weeks prior to conference.</p> <p>Mandatory three-hour orientation on Wednesday evening prior to conference.</p>	Individuals currently serving on a prayer ministry preferred.
<b>Onsite Preparations</b>	Assist with various pre-conference preparation at the Hawaii Convention Center, including stuffing conference notebooks, transporting stuffed notebooks to Conference Headquarters, folding and inspecting t-shirts at HIM Logo Shop.	Wednesday: 10:00 am – 2:00 pm	Instruction provided upon check in	
<b>Registration</b>	Checks in delegates	Thursday:	Detailed	

	<p>at the Hawaii Convention Center on Thursday evening;</p> <p>Distributes nametags and conference notebooks;</p> <p>Directs delegates to appropriate area(s).</p>	3:30 pm – 7:30 pm	instructions mailed six weeks prior to conference.	
<b>Set Up/Take Down Crew</b>	<p>Helps transport items from the HIM Office and load onto the designated Penske rental truck;</p> <p>Assists in transporting notebooks from the Hawaii Convention Center dock to the 1<sup>st</sup> Floor lobby;</p> <p>Assists in stuffing of notebooks at the Hawaii Convention Center;</p> <p>Helps transport items from Room 317A, the HIM Logo Shop, and ballroom at Hawaii Convention Center to the designated Penske rental truck;</p> <p>Helps transport items from First Presbyterian Church to Hawaii Convention Center and back.</p>	<p>Wednesday: 7:30 am – 1:00 pm</p> <p>Saturday: 3:00 pm – 5:00 pm</p>	Instruction provided upon check in	Must be able to lift heavy objects such as boxes of speaker materials, video projectors and other audio/visual equipment.
<b>Speaker Introducer</b>	<p>Checks in with Speaker Introducer coordinator prior to each Seminar Series session to pick up the respective materials;</p> <p>Arrives at seminar room to pray with</p>	<p><b>Must</b> be able to commit to the following schedule:</p> <p>Thursday: 8:00 pm – 10:00 pm</p> <p>Friday: 10:00 am – 12:00 pm 3:00 pm – 5:00 pm</p>	<p>Instruction and speaker assignment provided six weeks prior to conference.</p> <p>Mandatory 90-minute training on Wednesday evening prior to</p>	

	<p>speaker and ensure equipment and other resources are available;</p> <p>Distributes speaker handouts during Seminar Series session;</p> <p>Formally introduces a speaker at five (5) Seminar Series sessions;</p> <p>Video records Seminar Series sessions, as needed.</p>	<p>8:00 pm – 10:00 pm</p> <p>Saturday: 10:00 am – 12:00 pm</p>	conference.	
<b>Speaker Resources</b>	<p>Takes inventory of concert merchandise items;</p> <p>Lays out and assist in the selling of concert merchandise;</p> <p>Reconciles merchandise inventory and sales following concert.</p>	<p>Friday: 6:30 pm - 11:30 pm</p>	Instruction provided upon check in	
<b>Video Camera Operator</b>	<p>Confers with speaker to discuss filming sequence, camera movements; lighting requirements, etc.</p> <p>Operate mounted video camera during five (5) Seminar Series sessions;</p> <p>Pans video camera from to side to side, and zooms in and out, as needed to capture Seminar Series presentation.</p>	<p><b>Must</b> be available to serve during all three days of conference during the following hours:</p> <p>Thursday: 8:00 pm – 10:00 pm</p> <p>Friday: 10:00 am – 12:00 pm 3:00 pm – 5:00 pm 8:00 pm – 10:00 pm</p> <p>Saturday: 10:00 am – 12:00 pm</p>	<p>Instruction and speaker assignment provided six weeks prior to conference.</p> <p>Mandatory 90-minute training on Wednesday evening prior to conference.</p>	Individuals experienced in operating a professional video camera preferred.

### Service at Other HIM Conferences

<b>Angel</b>	Preps ballroom/meeting room;	Start time: Usually an hour before conference begins.	Detailed instructions and assignments	Must be able to stand on feet for long periods of
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	<p>Directs delegates to appropriate areas/sessions;</p> <p>Assists with registration/check in;</p> <p>Takes attendance during conference;</p> <p>Distributes handouts and/or other materials during session;</p> <p>Assists in setting up and serving refreshments and/or meals;</p> <p>Assists in breaking down and cleaning up meeting area;</p> <p>Provides general assistance during the conference to HIM staff and delegates.</p>	<p>End time: Usually an hour after conference concludes.</p>	<p>emailed prior to conference.</p>	<p>time;</p> <p>Must be able to lift heavy objects such as boxes of speaker materials, video projectors and other audio/visual equipment;</p>
<p><b>HIM Prayer Team</b></p>	<p>Provides staffing at the HIM Prayer Room, if applicable;</p> <p>Prays with conference participants as directed;</p> <p>Prays over the facility prior to and during conference.</p>	<p>Start and end time: Usually same as conference schedule</p>	<p>Detailed instructions and assignments emailed prior to conference</p>	<p>Individuals currently serving on HIM Prayer Team.</p>

**Service at HIM Office (Year Round)**

<p><b>Administrative</b></p>	<p>Duties will vary from doing address corrections in database; post-conference tabulations and other related work; prepping for upcoming conferences.</p>	<p>Flexible; will work around individual's availability where possible.</p>	<p>Varies</p>	<p>Familiarity in using Microsoft Word and Excel helpful, but not required.</p>
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