



## **2025 Jakarta World Coffee Championships Lead Volunteer Job Descriptions**

Thank you for your consideration in volunteering for one of our Lead Volunteer roles! Volunteers have always been an incredibly important part of the SCA community, with many coming together every year to support coffee events that connect the industry and make coffee better. Volunteers gain valuable experience, make valuable connections and build lifelong friendships.

In the roles listed below, you will develop key skills such as effective communication, leadership, and team collaboration, ensuring the competitions run smoothly and on time. Additionally, you will gain hands-on experience in organizing events and engaging with a diverse group of participants, fostering connections across the global coffee community.

As a lead volunteer, we are asking for an extensive time commitment from each individual. In recognition of this contribution and the support for our community, SCA will provide support on travel\* and meals on site.

*Note: If you have already paid for accommodation or flights/travel for Jakarta, these will not be reimbursed by World Coffee Championships.*

*\*If traveling with companions, the volunteer is responsible for any additional lodging fees.*

### **WCC Scorekeepers – 1-2 positions available**

*What you will do:*

- Work in the team calculating and processing competition scores with SCA staff members
- Follow the WCC process as detailed in the guidelines made available to scorekeepers prior to the event
- Compute total scores on the competition scoresheets
- Insert scores in the Excel scorekeeping file
- Make sure all information is complete on the scoresheets
- Liaise with judges and staff to complete the work in a timely manner

*Who you are:*

- Confident with Excel and a calculator
- Good attention to details
- Is okay with sitting in front of a computer for most of the day
- Experience with the role preferred but not required
- Available from May 14 to May 18 (travel days)

- Available onsite from May 15 to May 17, for an average of 10 hours a day (detailed schedule will follow)
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### **World Brewers Cup Stage Manager – 1 position available**

*What you will do:*

- Oversee set-up of stage
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Coordinates volunteer orientation on-site in the area
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Lead the Competitor Orientation Meeting
- Ensure that the competition is running following the R&Rs
- Keeps competition on schedule
- Is responsible for all activities taking place on stage (competitor practice, competition, volunteer management, AV, emcees, water, and supplies, etc.)
- Assist needs of Emcee
- Liaise with AV team
- Liaise with Staff over scheduling updates
- Oversee clean up and break down of stage and backstage

*Who you are:*

- Experience as a Stage Manager or Stage Assistant required, preferably within the same competition
  - Available from May 12 to May 18 (travel days)
  - Available onsite from May 13 to May 17, for an average of 10 hours a day (detailed schedule will follow)
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### **World Brewers Cup Stage Assistant – 1 position available**

*What you will do:*

- Oversee set-up of backstage and practice areas
- Assist in unpacking and organizing supplies
- Manage Volunteers in the backstage area
- Assist in Competitor Orientation Meeting
- Liaises with Stage Manager
- Cue competitors for stage
- Is the first point of contact with competitors backstage and is able to direct questions to staff, judges, or stage managers, as needed
- Manage the practice schedules

- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Make sure each competitor has a maximum of 2 helpers/coaches backstage
- Oversee clean up and break down of backstage

*Who you are:*

- Experience as a Stage Assistant or Head Runner required, preferably within the same competition
- Available from May 12 to May 18 (travel days)
- Available onsite from May 13 to May 17, for an average of 10 hours a day (detailed schedule will follow)

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### **World Brewers Cup Head Runner – 1 position available**

*What you will do:*

- Support the Stage Manager and Stage Assistant
- Work closely with backstage Volunteers
- Help the competitor to the stage
- Ensure the competition is running on schedule
- Ensure that the competitor equipment is carried on stage
- Remain with the competitor until practice time starts on stage

*Who you are:*

- Experience with competitions or other events required, preferably has past experience with SCA & WCC events
- Available from May 12 to May 18 (travel days)
- Available onsite from May 13 to May 17, for an average of 10 hours a day (detailed schedule will follow)

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### **Bar Manager – 1-2 positions available**

*What you will do*

- Oversee set-up of bars
- Assist in unpacking and organizing supplies
- Manage volunteers at the bar
- Make sure that coffees are served according to schedule
- Assist with proper use and presentation of sponsor coffees
- Make sure bar equipment is kept clean and work properly
- Liaise with sponsors during their demonstrations

- Coordinate volunteer orientation and management on-site in the area
- Uphold high standards of customer service.
- Quality control of beverages
- Organise the systems for bar flow and function
- Make sure that volunteers are always preparing coffee even when there are no customers at the bar
- Oversee clean up and break down of area

*Who you are:*

- Experience with managing people in a café environment required
- Experience with coffee events preferred
- Available from May 13 to May 18 (travel days)
- Available onsite from May 14 to May 17, for an average of 10 hours a day (detailed schedule will follow)