



**HOLY
TRINITY**
PRIVATE SCHOOL



Gala Volunteer Roles & Description

In order to ensure another fantastic Gala experience for our guests this year, we require the following volunteer positions. Each role is crucial for the Gala's success. All volunteers must meet the minimum requirements and fulfill their responsibilities during their shift.

Volunteer Role	# of Volunteers	Volunteer Role Description
Bartenders/Bar Preppers/Waitstaff (collect drink orders)	Bartenders and Preppers: 5	<ul style="list-style-type: none">• Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm• Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none">• Complete Training – Coordinate with Lead to confirm the training schedule.• Before the event begins on June 13, 2025:<ul style="list-style-type: none">○ Set up 1 bar area and designated bar prep station○ Take a count on supplies to make sure all is there○ Prepare and serve alcoholic beverages (cocktails & beers) during cocktail hour and dinner.• During the event:<ul style="list-style-type: none">○ Keep a clean working area○ Have a positive manner and maintain an upstanding demeanor○ NO CONSUMPTION OF ALCOHOL○ Do not overserve guests if they are too intoxicated○ Drinks cutoff is 9:00pm• Once the event has concluded:<ul style="list-style-type: none">○ Wash all bartending equipment○ Pack up bar supplies○ Clean up 1 bar area and all prep stations. <p>Minimum Qualifications:</p> <ul style="list-style-type: none">• Must be 21 years of age• Must be able to handle a fast-paced environment with a positive manner.• Must be able to stand on your feet for long periods of time• Completion of the training for this position is required.• Some bartending experience making cocktail drinks (Preferred)

Volunteer Role	# of Volunteers	Volunteer Role Description
Cleaning Crew During the Event	4	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Complete on-site training before the event begins. • Complete cleaning duties (Wash dishes, keep restrooms clean, pick-up trash, throw trash away, keep interior and exterior of the venue tidy at all times) <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Must be a responsible person to complete cleaning tasks with little supervision.
Cleaning Crew After the Event	2	<ul style="list-style-type: none"> • Shift: Saturday, June 14, 2025, from 10AM to 3PM • Location: HTPS School, 9410 Rambler Dr NE, Silverton, OR 97381 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Assist with unloading the event trailer and ensure all supplies are properly sorted and stored in their designated locations within the school kitchen, event trailer, and church hall <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Must be a responsible person to complete cleaning tasks with little supervision.
Laundry Volunteer	1	<ul style="list-style-type: none"> • Pick Up Location: HTPS School, 9410 Rambler Dr NE, Silverton, OR 97381 • Pick Up Time: Saturday, June 14, 2025, at 10AM <p>Responsibilities:</p> <ul style="list-style-type: none"> • Spot clean and wash all tablecloths • Wash aprons • Wash kitchen towels • Fold all cleaned items and store them in bins inside the event trailer <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Must be a responsible person to complete washing tasks with little supervision.
Raffle Ticket Sellers	2	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Complete Training – Coordinate with Lead to confirm the training schedule. • Set up raffle area. • Sell raffle tickets, process payments, and other related raffle tasks • Complete breakdown, cleanup of raffle area, and assist cleaning in other areas.

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		Minimum Qualifications: <ul style="list-style-type: none"> • Sociable and energetic • Must be a responsible person to sell raffle tickets with little supervision.
Auction Coordinators	4	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 Responsibilities: <ul style="list-style-type: none"> • Complete Training – Coordinate with Lead to confirm the training schedule. • Set up Wine Toss and Auction area • Promote Wine Toss activity and manage game • Write down donations during appeal • Add winner tags to auction baskets • Write down auction bid information during the live auction • Hand auction baskets to winners. • Complete Breakdown of wine toss, cleanup of the auction area and assist with other areas. Minimum Qualifications: <ul style="list-style-type: none"> • Responsible Adult. • Sociable and energetic • Must be able to handle a fast-paced environment with a positive manner.
Food Preppers before Gala (June 11 & 12)	10 per shift	<ul style="list-style-type: none"> • Two Shifts Available: Wednesday, June 11, 2025, & Thursday June 12, 2025, from 9:00 am to 5:00 pm • Location: Broadacres Church Hall Responsibilities: <ul style="list-style-type: none"> • On-site Training - Instructions will be provided when you begin your shift. • Keep the kitchen clean and have all the dishes, pots, and pans available for food prep. • Cut and prepare appetizers and dishes. Minimum Qualifications: <ul style="list-style-type: none"> • Responsible Adult.
Food Preppers before Gala (June 13)	10	<ul style="list-style-type: none"> • Shift: Friday June 13, 2025, from 9 am to 2:00 pm • Location: Church Hall Responsibilities: <ul style="list-style-type: none"> • On-site Training - Instructions will be provided when you begin your shift. • Keep the kitchen clean and have all the dishes, pots, and pans available for food prep.

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		<ul style="list-style-type: none"> Cut and prepare appetizers and dishes. Move product from Church Hall to Oak and Hood Venue Clean up Church Hall <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Responsible Adult.
Food Preppers/Platers (During Gala)	18 Platers & Food Preppers	<ul style="list-style-type: none"> Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> Complete Training – Coordinate with Lead to confirm the training schedule. Food Prep (examples: Chop the fresh ingredients for appetizers, prep the bread/butter, grill veggies/starches on flat top grills, etc.) Plating all cocktail hour appetizers and dinner courses. Prepare vegan and specialty dishes. Maintain organization in the fridge and kitchen, readily assisting with locating supplies. Clean and breakdown kitchen area. And assist with cleaning up other areas. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Responsible Adult. Must be able to handle a fast-paced environment with a positive manner.
Food Servers	20	<ul style="list-style-type: none"> Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> Complete Training – Coordinate with Lead to confirm the training schedule. Serve appetizers and dishes to guests During food serving keep tables clean. Breakdown dining tables and decorations aft event activities are complete. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Must be a responsible person to serve food to guests with little supervision. Must enjoy doing this role. Some serving experience. (Preferred)

Volunteer Role	# of Volunteers	Volunteer Role Description
Facilities Crew (Prep & Cleanup)	4	<ul style="list-style-type: none"> • Complete Both Shifts: Thursday, June 12, 2025, from 10:00 am to 3:00 pm and Saturday, June 14, 2025, from 10:00 am – 3:00 pm • Location: HTPS School, 9410 Rambler Dr NE, Silverton, OR 97381 <p>Responsibilities:</p> <ul style="list-style-type: none"> • On-site Training - Instructions will be provided when you begin your shift. • Complete Gala prepping duties (Load up event trailer with gala supplies, set up tables, tents, chairs, trash cans, etc.). • Complete cleanup duties (put away gala equipment to appropriate storages (tables, stage) • Ensure the venue is clean and organized. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.
Decorating Crew (Prep)	6	<ul style="list-style-type: none"> • Shift: Thursday, June 12, 2025, from noon to 6:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • On-site Training - Instructions will be provided when you begin your shift on June 12th. • Iron all tablecloths (Round and Rectangle) and place them on tables. • Place flatware, glasses, menu, and name tags. • Arrange flowers and place gala signage. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult. • Bring Iron board and Iron
Parking Attendant	3	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Complete Training – Coordinate with Lead to confirm the training schedule. • Direct Volunteer and Guest parking. • Break down tents, tables, and stack chairs. • Get all rental equipment ready for pick up later that evening. • Clean up Gala area. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.

Volunteer Role	# of Volunteers	Volunteer Role Description
Water/Wine Servers	10	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Complete Training – Coordinate with Lead to confirm the training schedule. • Complete Set up (organize wine station, open wine bottles, set organize water station, get ice, etc.) • Serve wine and water <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Must be 21 years of age. • Must complete the training. • Some experience serving water or wine. (Preferred)
Cleaning Lead	1	<ul style="list-style-type: none"> • Shift: Friday, June 13, 2025, from 2:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conduct on-site training before the event begins with the cleaning crew. • Ensure all cleaning volunteers sign in and out of the sign in sheet. • Delegate and assist with complete cleaning duties (Wash dishes, keep restrooms clean, pick-up trash, throw trash away, keep interior and exterior of the venue tidy at all times) <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.