



**HOLY
TRINITY**
PRIVATE SCHOOL



Holy Trinity Private School
2026 Gala
Rooted in Faith

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 our 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: 6	<ul style="list-style-type: none"> • Shift: Friday, June 5, 2026, from 1:00 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. • Before the event begins on June 05, 2026: <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 9:30pm • 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 5, 2026, from 1:00 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.
Auction Coordinators	4	<ul style="list-style-type: none"> • Shift: Friday, June 5, 2026, from 1:00 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. • 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. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult. • Sociable and energetic <p>Must be able to handle a fast-paced environment with a positive manner.</p>
Food Preppers/Platers (During Gala)	26 Platers & Food Preppers Internal Note: Appetizers (+6) Nibble Boards (+6) Ceasar Salad (+2) Main Course (+8) Grillers (+2) Allergies (+2) Dessert (+0)	<ul style="list-style-type: none"> • Shift: Friday, June 5, 2026, from 1:00 pm to 11:00 pm • Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> • On-site Training - Instructions will be provided when you begin your shift. • Food Prep (examples: 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.

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	-	<p>Minimum Qualifications:</p> <ul style="list-style-type: none"> Responsible Adult. <p>Must be able to handle a fast-paced environment in a positive manner.</p>
Food Servers	20	<ul style="list-style-type: none"> Shift: Friday, June 5, 2026, from 1:00 pm to 11:00 pm Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> On-site Training - Instructions will be provided when you begin your shift. 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. Must be 16 yrs or older Some serving experience. (Preferred)
Water/Wine Servers	8	<ul style="list-style-type: none"> Shift: Friday, June 5, 2026, from 1:00 pm to 11:00 pm Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> On-site Training - Instructions will be provided when you begin your shift. 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. <p>Some experience serving water or wine. (Preferred)</p>
Parking Attendant	3	<ul style="list-style-type: none"> Shift: Friday, June 5, 2026, from 1:00 pm to 11:00 pm Location: Oak + Hood, 11347 S Macksburg RD Canby, OR 97013 <p>Responsibilities:</p> <ul style="list-style-type: none"> On-site Training - Instructions will be provided when you begin your shift. Direct Volunteer and Guest Parking. Break down tents, tables, and stack chairs. Get all the rental equipment ready for pick up later that evening.

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		<ul style="list-style-type: none"> • Clean up the Gala area. • Minimum Qualifications: <ul style="list-style-type: none"> • Responsible Adult.

<p>Decorating Crew (Prep)</p> <p>Reserved for Families with multiple kids</p>	6	<ul style="list-style-type: none"> • Shift: Thursday, June 4, 2026, 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 4th. • 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 an Iron board and iron
<p>Facilities Prep Crew</p> <p>Reserved for Families with multiple kids</p>	4	<ul style="list-style-type: none"> • Shift: Thursday, June 4, 2026, from 10:00 am to 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.). <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.
<p>Food Preppers before Gala (June 5)</p> <p>Reserved for Families with multiple kids</p>	4	<ul style="list-style-type: none"> • Shift: Friday June 5, 2026, from 9 am to 2:00 pm • Location: HTPS School <p>Responsibilities:</p> <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 preparation. • Cut and prepare allergy dishes and salad. • Load up to move product from school to Oak and Hood Venue • Clean up School <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.

<p>Facilities Cleanup Crew</p> <p>Reserved for Families with multiple kids</p>	<p>4</p>	<ul style="list-style-type: none"> • Shifts Saturday, June 6, 2026, 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 cleanup duties (put away gala equipment to appropriate storages (tables, stage) • Ensure the school and event trailer is clean and organized. <p>Minimum Qualifications:</p> <ul style="list-style-type: none"> • Responsible Adult.
<p>Laundry Volunteer</p> <p>Reserved for Families with multiple kids</p>	<p>1</p>	<ul style="list-style-type: none"> • Pick Up Location: HTPS School, 9410 Rambler Dr NE, Silverton, OR 97381 • Pick Up Time: Saturday, June 6, 2026, 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.