



VOLUNTEER JOB POSITIONS & DESCRIPTIONS

義工工作職位和職位描述

In order to run a conference this size, we need many volunteers. This conference will need approximately 150–200 volunteers, serving a combined total of 1700 hours.

Below is a list of various job descriptions. We highly encourage delegates to volunteer in one or more of the positions. Please consider how you can be an active participant.

可知道要舉辦一個龐大的會議，我們需要很多義務工作者來幫忙及協助。這個會議需要約150–200個義工，服務合共1700小時。寥寥可數的幾人，是沒可能完成此舉的。請齊來參與當義工，盡一點力作你的一份。

大會鼓勵參加者，加入義工行列，請選擇一個或多個職位。

Children Program Helper 兒童節目助理

Job description:

Help our children guest speakers, as needed. Play with the children, do arts and crafts, sing songs, serve as escorts to the washroom, ensure the children are safe.

- 工作內容待定

When?:

During main talk sessions and workshop/symposium sessions.

- 服務於早晚堂，工作坊時段

Prerequisite:

Christian who loves to work with children. No previous criminal record.

- 條件需要：喜歡與兒童一起工作的基督徒，無犯罪紀錄。

Time Commitment:

Multiple time slots of 2–3 hrs. Up to 2 shifts maximum per day. Please see schedule.

時段：十二月二十七號一二小時；十二月二十八號及二十九號一六小時半；十二月三十號一三小時半。

(請參考大會時間表)

Required:

Love children and current Criminal Record Check.

Number of volunteers needed:

24; One of the areas of greatest needs.

- 需要義工人數：最小24名，這是其中一個最需要義工的項目

Group Leader 小組組長

Job description:

Responsible for leading bedside fellowships. Spend time with members of your group by sharing, praying and reflecting on the day's messages

- 負責帶領小組團契，與小組成員分享，祈禱及反思當日的訊息

When?:

Bedtime

Prerequisite:

Christian

- 條件需要: 基督徒

Time Commitment:

*4 nights x 2 hours = 8 hours.

- 時段: 四晚二小時, 共八小時

Number of volunteers needed:

2-3 leaders per group. Approximately 70 leaders needed. (One of the greatest needs).

- 需要義工人數: 每組 2-3 名組長, 約 70 名 (這是其中一個最需要義工的項目)

Dorm Dean 舍監**Job description:**

- Ensure delegates are going to bed at a reasonable time and are residing in their registered rooms
確保參加者於適當的時間, 在其登記之房間內休息

- Ensure that there are no disturbances on the floor
確保酒店樓層, 保持肅靜, 沒有滋擾

- Help delegates be aware of any rules that might be accidentally broken
幫助參加者留意破壞大會規則的可能

- Assist with role call in the event of an evacuation
在緊急疏散時, 協助點名

Time Commitment:

3 nights x 3 hours = 9 hours

時段: 三晚三小時, 共九小時

Number of volunteers needed:

10 (2 per floor)

需要義工人數: 每層二名, 共10名

Food Usher 餐廳司事**Job description:**

- Assist delegates to enter dining area quickly and safely
協助參加者盡快及安全地進入餐廳

- Assist general office and hotel staff determine actual number of diners
協助大會辦公室及酒店員工確定用膳人數

When?:

Breakfast, lunch & dinner time

Time Commitment:

*3 teams are needed. Each team will serve about 3 times (3 x 1.25 hours = approximately 4 hours).

If insufficient number of volunteers, ushers may be asked to serve more.

時段: 需要三隊, 每隊服務三次, (三次一小時十五分, 共約四小時)。如義工人數不足, 司事可能要提供更多服務

Number of volunteers needed:

at least 48

需要義工人數: 48名

Main Talk Usher (English Adults, Teens, Cantonese, Mandarin for Morning/Evening/Opening, Closing ceremony) 早晚堂司事 (英語成人, 青年, 粵語, 國語堂, 開幕, 閉幕典禮)

Job description:

- Assist conference speakers
協助大會講員
- Assist delegates to enter main talk areas safely and quickly
協助參加者安全及盡快地進入會場
- Assist in collecting donations for CCCWC
協助冬令會募捐

Time Commitment:

6 talks
時段: 六堂

Number of volunteers needed:

50
需要義工人數: 50名

Workshop Usher (English Adults, Teens, Cantonese, Mandarin)
工作坊司事 (英語成人, 青年, 粵語, 國語)

Job description:

- Assist speaker
協助講員
- Help transport equipment from general office to workshop area
幫助從辦公室把設備運送到工作坊會場

Time Commitment:

6 x 1.5 hours = 9 hours
時段: 六次一小時半, 共九小時

Number of volunteers needed:

32
需要義工人數: 32名

Prayer Room Facilitator 祈禱室主持人

Job description:

- Help make announcements as to special prayer needs
協助公佈特別祈禱需要
- Read the prayer items listed on Power Point / overhead.
讀出祈禱事項
- Tell people to split into small groups for prayer.
協助會眾分成祈禱小組

Time commitment:

2 X 1 hour
時段: 二次一小時, 共二小時

Number of volunteers needed:

4
需要義工人數: 4名

Doctors 醫生

Job description:

- Help general office to provide medical attention to helpers
幫助大會對參加者提供快速醫療照顧
- Warn general office if a delegate needs to go to the hospital for further treatment
如參加者需要到醫院就診, 給大會提出有關建議
- Able to prescribe medication if needed
需要時, 可署藥方
- Should be licensed to practice in British Columbia
持有亞省執業牌照

Number of volunteers needed:

At least 2
需要義工人數: 最少2名

Nurse 護士**Job description:**

- Help general office to provide quick medical attention to delegates
幫助大會對參加者提供快速醫療照顧
- Warn general office if a delegate needs to go to the hospital for further treatment
如參加者需要到醫院就診, 給大會提出有關建議
- Able to provide first aid treatment if needed
需要時, 可提供急救治療
- Should be licensed to practice in British Columbia
持有亞省執業牌照

Number of volunteers needed:

At least 3
需要義工人數: 最少3名

Security 保安人員**Job description:**

- Similar job descriptions to ushers and deans. You have overlapping roles.
工作內容與司事、舍監類似, 保安人員會出現角色重疊
- Ensure delegates are following rules and regulations.
確保參加者遵守大會規則
- Report to general office of any concerns.
向大會報告任何關注事項
- Provide some form of protection to delegates in the event of a disturbance while demonstrating Christ-like love.
如有任何滋擾, 提供參加者一些保護
- Should be physically fit.
需有健康身體

Time commitment: about half of the talks and nights.

Two teams. Estimated: 10 hours.
時段: 約主講的半場及晚上. 兩隊, 約十小時

Number of volunteers needed:

6
需要義工人數: 6 名