

VOLUNTEER POSITION	REQUIREMENTS / VALUABLE ATTRIBUTES	FUNCTION	APRX. TIME COMMITMENT OUTSIDE OF EVENT	APRX. TIME COMMITMENT DURING EVENT	TERM IF APPLY
Big Sister	Attendance at prior UUWS events. Availability during event	Assist a newcomer to feel at home	x- contact Little sister prior to event to introduce	x- Meet LS at beginning of event to familiarize with UUWS	
Facilitate Stepping Stones				x	
Facilitate 12 Step Meetings	Familiarity with 12 step program	Facilitate 12 step meeting		x- each evening for one hour	
Shuttle to Labyrinth - drive up & down The Mountain one evening (usually Friday)	Ability to navigate the Mountain road at night	Provide transportation to labyrinth at night		x-aprx. 1 hour one evening	
Emcee Cabaret	Ability to convey to presenters time constraints, organize order of acts, add humor, pull out the hook to lead acts to long off stage.	Keep program moving within the time allotted, add humor to event.		x- aprx. 2-3 hours during event	
Facilitate Healing Circle		Create a healing space and lead healing circle		x- 1 hour	
Lead Tour of Mountain - to assist newcomers				x	
Facilitate Morning Yoga	Yoga instructor	Lead yoga and/or meditative activity		x- 1 hour each morning you decide to lead	
Serve as Chaplain	Minister, licensed psychologist, psychiatrist, counselor, or one trained in crisis care.	To provide crisis intervention, support, listening and referral to appropriate resources for women in need.		X on call through out event	
Web goddess	Knowledge of website creation and maintenance	Keep website up to date with past, current and future events, upload documents to website, work with the Mountain for links to their registration site,	x- 12 month commitment		
Help with Marketing		Assist COCO marketing outreach coordinator	x		
Serve as Event Coordinator (EC)	Should have served on a PC	<ul style="list-style-type: none"> • Recruit a complete planning committee and chaplain. • Resolve site issues and other concerns during the planning and the event. • Oversee the budgeting of available funds. • Collect expense vouchers, sign and submit them to CoCo Treasurer. • Coordinate the planning of all aspects of the event. • Convene and oversee all PC meetings. 	x- 12 month commitment	x- Assist throughout the event	1 year

<p>Serve on Planning Committee (PC)</p>	<p>Should have attended at least 1 UUWS</p>	<ul style="list-style-type: none"> • Scribe-records all minutes, prepares all documents, brochure, communicates with marketing. • T/WS- receives and selects T/WS proposals, all communication with facilitators and Mountain. During event assists facilitators with room and equipment etc. • Sales & Activities- receives sales requests and documents, work with Mountain on space, collects WS fees, determine and arrange activities during event, recruit volunteers to assist with activities • Worship-create and present worship service each evening of event, purchase and prepare any items to be utilized during worship 	<p>x- 12 month commitment</p>	<p>x- Assist throughout the event</p>	<p>1 year</p>
<p>Serve on COCO</p>	<ul style="list-style-type: none"> • Member UUWS, member of UU church, attend 2 UUWS events in last 30 months, active UUWS leadership last 3 years. • Experience in consensus process for decision making. • Experience and understanding of the process of planning, decision-making and implementation. • A willingness to promote UU Womenspirit in all appropriate situations 	<ul style="list-style-type: none"> • Marketing Outreach- Facilitate communications for the organization. • PRL- Serve as a communication link between the Coordinating Council and each event Planning Committee (PC). • Registrar- Manage the registration process for the Institute and Gathering. • Scribe- Maintain written records of CoCo and membership meetings and updated copy of Sacred Text. • Treasurer- Maintain all UU Womenspirit financial records and budgets. • Volunteer coord.- Coordinate volunteers and Planning Committees, liaison with Search Committee. 	<p>x</p>	<p>x</p>	<p>3 years</p>
<p>Serve on Search Committee (COCO, EC, Volunteers)</p>	<ul style="list-style-type: none"> • Member of UUWS, Prior attendance of a UUWS event, • 1 former EC or COCO, 1 COCO VC • must attend 1 UUW event each year of term 	<p>Recruit members for COCO, Search Committee, EC etc. Assist COCO Volunteer Coordinator</p>	<p>x</p>	<p>x</p>	<p>3 years</p>