

Volunteer Roles at Our Lodge

Volunteers make our gatherings possible! Whether you like working behind the scenes or welcoming people at the door, there's a role for you. Most shifts are just **30–60 minutes**, so you can lend a hand and still enjoy the evening.

All volunteer roles work under the guidance of our event planners and leaders. We ask everyone to bring team spirit and flexibility so that meals, programs, and guest experiences flow smoothly.

◆ Behind the Scenes

Kitchen Crew

Time: During dinner service + cleanup (about 1 hour)

- Support the chef with food prep and presentation.
- Use kitchen carts to help transport meals by elevator to the dining hall.
- Serve platters family-style at tables.
- Help with cleanup after dinner service.

Perfect if you enjoy teamwork and don't mind a fast-paced environment!

Set-Up Crew

Time: 2:00 p.m. – about 1 hour before guests arrive

- Set up folding tables and chairs following a simple floor plan.
- Place linens on tables (dining and specialty stations).
- Prepare areas for food drive, check-in, bar, beverages, and opportunity drawings.

This role is great for those who like to get things ready before the party begins.

Breakdown Crew

Time: 45–60 minutes after the meeting ends

- Collect and bag table linens for laundering.
- Pack and remove supplies like glassware, dispensers, and signage.
- Fold and store tables and chairs.
- Help return items to storage or vehicles, including leftover wine and recyclables.

Ideal for people who like pitching in at the end to leave the space spotless.

◆ Front of House

Happy Half Hour Crew

Time: 5:00–6:00 p.m.

- Set up and staff the bar (no self-service).
- Put out appetizers, snacks, and non-alcoholic drinks.
- Refill as needed to keep things fresh and welcoming.
- Wrap up and clear food/wine when dinner begins.

Perfect for those who enjoy hospitality and keeping the social energy flowing.

Financial Team (Check-In)

Time: 5:00–6:00 p.m.

- Cheerfully welcome attendees and process payments.
- Issue name badges and direct guests to dining and activities.
- Support the Treasurer and Financial Secretary with secure handling of cash and credit card payments.

This role is a good fit if you're detail-oriented and enjoy helping members start the evening on the right note.

Greeters

Time: Arrive 30–45 minutes before guests

- Welcome guests and first-time attendees with warmth.
- Provide directions and answer questions.
- Offer assistance to those with mobility needs.
- Coordinate with the Financial Team for a smooth check-in experience.

Great for those who love meeting people and making everyone feel at home.

✦ Ready to Volunteer?

Choose the role that fits your interests and availability. Contact **Scott Williams** or **Alan Miller** to sign up — your time and talents will help keep our lodge thriving as we continue to grow!