



Pioneer House Tour Job Descriptions

House Volunteer (2 or more per house per shift, number needed will be specified by house)

- Assigned to a 2.5 hour AM (11:00 – 1:30) or PM (1:30 – 4:00) shift. Some will have preferences of which house or friends they want to work with and we always try to accommodate that. House Volunteers (HV) are responsible for arriving 15 minutes early for their shift, and taking their assigned place in the home, whether it be standing 'guard' in a room or checking off tickets at the front door. Generally, there are some speaking points for the area in which they will be standing. Generally, the Lead Volunteer (LV) will have HVs rotate about every ½ hour so they can see the whole house-they should make sure the speaking point cards are traded, too. HVs are usually responsible for making this move themselves as the LV is too busy checking off tickets. HVs are there to make sure no one handles anything. No photography or bathroom use is allowed by tour-goers.
- HVs get to tour for free. They will be emailed a complimentary ticket in advance of the tour which they will present upon entry to the two houses at which they are not volunteering. HVs will need booties to go on the tour.

MCM House Tour Job Descriptions

Lead Volunteer (1 per house)

- There will be two shifts of volunteers for each house at 3 hrs each. The Lead Volunteer (LV) generally takes the morning shift, arriving by 9:30 so they can see the house and plan where the volunteers will go. Once the House Volunteers arrive, the LV assigns their places, gives them their speaking points cards, tells them to change places every 1/2 hour or so (so it is not too boring), and serves their shift. There is always a volunteer at the door to check off tickets as participants come in - usually the LV takes this post in the AM. When the next volunteer shift comes on, the LV makes sure everyone shows up, gets them placed, and lets them know the drill. The LV can then leave to see the other houses. The LV can take the PM shift if preferred, but still has to arrive by 9:30 to get the AM shift lined up. The LV is also responsible for giving the homeowners their tickets and booties so they can enjoy the tour if they choose. There may be rooms which are off limits and either need to be ribboned off, or doors closed. There will be ribbon in the LV bag if anything needs to be ribboned off.
- The LV gets to attend the pre-event party where they will meet the homeowners of the house to which they will be assigned. Generally, the LV will pick up the Lead Volunteer bag at the pre-event party, but they can also pick it up at the main check-in table the morning of tour day. The bag will contain tour tickets and booties for the House Volunteers, tickets and booties for the homeowners,

name tags, pens, and extra booties in case any tour-goers arrive to the house without them. Although booties will be handed to tour-goers at check-in, it has been helpful in the past to have extras just in case! Lead and House Volunteers do not need to wear booties when they are stationed in the home, only when they are touring other homes.

- The LV does not need to return to the home at the end of the day, as the Volunteer Coordinator will retrieve supplies and signage.

House Volunteer (2 or more per house per shift, number needed will be specified by house)

- Assigned to a 3 hours AM (10:00 – 1:00) or PM (1:00 – 4:00) shift. Some will have preferences of which Lead Volunteer or friends they want to work with and we always try to accommodate that. House Volunteers (HV) are responsible for arriving 15 minutes early for their shift, and taking their assigned place in the home, whether it be standing 'guard' in a room or checking off tickets at the front door. Generally, there are some speaking points for the area in which they will be standing. Generally, the LV will have HVs rotate about every ½ hour so they can see the whole house—they should make sure the speaking point cards are traded, too. HVs are usually responsible for making this move themselves as the LV is too busy checking off tickets. HVs are there to make sure no one handles anything. No photography or bathroom use is allowed by tour-goers.
- HVs get to tour for free. They can either pick up their tickets at the main check-in table (for PM shift) or get it from the house they are assigned to (for AM shift). HVs will need booties to go on the tour. Their name will be on a list at the check-in table if they need to pick up their ticket and booties there.

Check-in Volunteer (at least 2 per shift Friday night and Saturday)

- Tour-goers who attend the Friday companion talk may check in at that event and bypass Saturday morning check-in. Check-in opens 9:00am on the Saturday of the tour and closes at 12:30pm. Arrive at the start point 15 minutes before the shift starts. Run credit cards thru Square or take cash. There will be a list of people that are gratis. Please mark the people off the list when they show up. There will be some people which will have ticket vouchers which will be exchanged for a ticket. These people will also be on the gratis list – please mark them off.
- Give each person a ticket – each person needs one to be allowed entry. Give each person a pair of booties.
- If someone wants to buy a membership or renew, be sure to categorize the payment in the correct spot so that we can assign it to the proper income spot later on.

Membership Table (1 Friday night, 1 per tour day shift, and 1 at Saturday evening party)

- Promote Restore Oregon and sell memberships

Cookie table (tour day, 1 per shift)

- Treats are free although we will have a donation jar. Refill the cookie tray, etc as needed.

Volunteer at Large (tour day, 1 per shift)

- Help with cleanup or various duties as needed