

Volunteer Opportunities

Welcome Team

Team Leader
Greeting and Photo Takeaway Team
Pre-check-in Team
Check-in and Gift Bag Team
Red Carpet and Clean-up Team
Limo and Clean-up Team

Events Team

Team Leader
Sensory/Quiet Room Team
Respite Room Team
Coat Check Team
Main Dance Floor
Karaoke Room

Beauty Team

Team Leader
Hair Stylist Team
Makeup Application Team
Shoe Shining Team
Beauty Room Extra Support

Food Service Team

Team Leader
Food Team

Décor Team

Team Leader
Design Team
Décor Set-up Team
Flower and Clean-up Team

Security Team

Team Leader
Security Team

Medical Team

Team Leader
Medical Team

Buddy Team

Team Leader
One on One Buddies
One on One Spanish Speaking Buddies
One on One ASL Interpreter Buddies

Volunteer Descriptions

Team Leaders

- **Team Leaders** — The Team Leader plays a very important role in making this amazing event possible. This role requires several hours of time. Tasks include: Team meetings with fellow team leaders in the months and weeks leading up to the event, communication with team members and putting together a plan to lead teams during the volunteer training and Night to Shine prom. They must have effective communication skills, be highly organized, confident, respectful and kind to others and have a willingness to delegate.

Welcome Team

- **Greeting and Photo takeaway Team** — Welcome guests as they arrive, and help them find their way to the main event space, activities and restrooms. After Greeting duties are finished, transfer to the Photo takeaway area to manage photos and help each guest collect their photos to take home.
- **Pre-Check-In Team** — This role will occur the day before the prom on Thursday, February 6th. Assist with early guest registration. Hand out guest registration packet and fast passes.
- **Check-In and Gift Bag Team** — Assist with guest registration, volunteer check-in and/or buddy check-in. Warmly greet guests and sign them in and answer any questions they may have. When Check-In duties are finished, transfer to the Gift Bag area to manage gifts and help each guest collect their gift bag to take home.
- **Red Carpet and Clean-up Team** — Assist guests as they make their way down the red carpet, manage flow of traffic and cheer them on to make them feel welcomed. After Red Carpet duties are finished, transfer to the clean-up team.
- **Limo and Clean-up Team** — Assist guests as they enter and exit limos. After the last limo leaves, transfer to the clean-up team. After Limo duties are finished, transfer to the clean-up team.

Food Service Team

- **Food Team** — Assist caterer with unloading food, additional food preparation and set up of food and beverages in the main event space and in the Respite Room. Serve food to guests in main event space, Karaoke Room and Respite/Quiet Room. Clean up food during and after event.

Décor Team

- **Design Team** — Seeking a team of nine volunteers to work together to create the overall décor for the event, such as design on centerpieces, tableware. *Note: all décor will need to match the color scheme and theme established by the Tim Tebow Foundation.*
- **Décor Set-Up Team** — Set up assigned décor such as tableware, centerpieces, balloons, banners, decorative lighting, photo booth. *Note: This volunteer role will occur the day before the event on Thursday, February 6 and/or the morning and afternoon the day of the event, Friday, February 7. This volunteer role will not be during the Night to Shine prom. If you would like to volunteer at the prom, please sign up for an additional role.*
- **Flower and Clean-up Team** — Help guests select and pin on their flowers. After Flower duties are finishes, transfer to the clean-up team.

Security Team

- **Security Team** — Support on-site uniformed Law Enforcement personnel by ensuring a safe and secure environment for guests and volunteers. Coordinate with local police, fire, and rescue as needed. Be on an assigned rotation and monitor the main event space, bathrooms and outdoor areas, making sure exits are not blocked and all areas remain wheelchair accessible.

Medical Team

- **Medical Team** — Trained Medical Personnel (RN's, MD's, EMT's). Provide basic first-aid and care for any medical needs or emergencies. Be on an assigned rotation around the entire event space.

Events Team

- **Sensory/Quiet Room Team** — Spend time with guests who may have become over-stimulated on the dance floor or in other areas of the prom. Interact with them by participating in sensory activities or simply providing them with some quiet time.
- **Respite Room Team** — Take care of parents/caretakers by serving food, spending time getting to know them and being available to pray with them.
- **Main Dance Floor Team** — Monitor the main prom dance floor encouraging guests to dance. Engage with them and maintain a fun atmosphere.
- **Karaoke Room Team** — Monitor the karaoke room encouraging guests to sing and dance. Engage with them and maintain a fun atmosphere.
- **Coat Check Team** — Greet guests, take their coats, label them and hang them.

Buddy Team

- **One on One Buddies** — Accompany and assist assigned guest throughout the evening, providing companionship and any assistance they may need during the event. Sit with their guests during dinner and engage with them in conversation.
- **One on One ASL Interpreter Buddies** — buddies who are also fluent in American Sign Language.
- **One on One Spanish Speaking Buddies** — buddies who are also fluent in Spanish.

Beauty Team

- **Hair Stylist Team** — Assist with the salon area in styling men's and women's hair and chat with them while you pamper guests and make them feel special.
- **Makeup Application Team** — Assist with the salon area in applying women's makeup and chat with them while you pamper guests and make them feel special.
- **Shoe Shining Team** — Assist with the salon area in shining men's shoes chat with them while you pamper guests and make them feel special.
- **Beauty Team Extra Support** — Help direct guests in and out of the Beauty Room. Assist hair, makeup and shoe shining team members.

Have Any Unanswered Questions?

For more information about Night to Shine,
please email nighttoshine@salemalliance.org.