



ALTERNATE HOSPITALITY COORDINATOR

Requirements: 1 month of abstinence; working knowledge of the 12 Steps and 12 Traditions of OA; has ability to learn and manage key components of hospitality; able to rally and manage a team of onsite volunteers responsible for hospitality and retreat support; mirrors efforts of the hospitality coordinator.

Term: 2 year commitment.

- Assists Hospitality Coordinator by arriving one to two hours prior to check-in at Villa Maria Del Mar.
- Assists Hospitality Coordinator with signs up and confirmation of volunteer greeters for one-hour shifts throughout the retreat.
- Helps Hospitality Coordinator sign up and confirm volunteers to make announcements and perform other tasks during the retreat and furnishes the volunteers' names for agenda and script to Program Chair.
- Helps Hospitality Coordinator to provide informal orientation to those who need assistance.
- Assists Hospitality Coordinator with the preparation of love notes and name tags.
- Helps Hospitality Coordinator to arrange an optional Friday evening Icebreaker (delegates the facilitation of activity).
- In February/March timeframe, helps Hospitality Coordinator to arrange for Speaker gift and thank you card.