

Talk Time Jobs

1. Transportation Coordinator:

- A. Recruit
 - 1. Recruit drivers to pick up students at Bellevue CC and Edmonds CC and Cascadia CC to bring to Talk Time.
 - 2. Recruit drivers to take students home after Talk Time.
- B. Before Talk Time
 - 1. Receive emails from students and let drivers know who needs to be picked up at their school. Recruit more drivers if needed. (Edmonds picks up at 6:15, Bellevue at 6:30.)
 - 2. Make sure drivers and students have each others cell phone numbers.
 - 3. Give students the Drivers names and descriptions of the driver's car.
- C. During Talk time
 - 1. When students arrive have them get their name tag and ask drivers for list of students they picked up.
 - 2. Flag maps in Notebook to be copied for the drivers. Students are sorted by school, program and first name.
 - 3. Make copies of the maps for the students who are at TT that evening. (Do not give out the original maps!)
 - 4. Place copies of student maps near their arrows on the big map.
 - 5. Arrange rides home.

2. Food Coordinator

- A. Recruit 40 volunteers main dish to Talk Time once a year or recruit 2-4 cooks to do main dish on a rotating basis.
- B. Recruit volunteers to bring 3 green Salads and 3 Desserts.
- C. For reimbursement, write Talk Time and your name and address on receipt and turn it into Finance. We can spend up to \$20 a week.

3. Set up Talk Time:

- A. Arrive at church at least 60 minutes early to set up.
- B. Get 6-8 pitchers of Ice from Kitchen for the tables.
- C. Get hot water pot from room 210.
- D. Copy topic sheet from Notebook.
- C. Set out name tags and maps to plan rides home.
- D. Set out tea, cups, napkins and plates.
- E. Set up one or two ping pong tables.
- F. Set out sign up sheets for activities.
- G. Set out new student forms.

4. Hostess:

- A. Make sure new students are welcomed.
- B. Provide them a name tag.
- C. Give them New Student Form to fill out.
- D. If they are a new student picked up at a school, have them put their name on the map to show they live.
- E. **Collect new student forms before the start the topic and turn into Liz.**
- F. Make sure everyone turns in their name tag before they leave.

5. English Speakers

- A. Must be good listener and be comfortable with silence. Let the students think.
- B. Must know how to be inclusive and sensitive to others from other cultures
- C. Must not dominate or let others dominate the conversation.
- D. Must be sensitive to the Holy Spirit's leading in a group.
- E. Encourage ladies to sit with ladies and guys with guys.
- F. Encourage two English speakers at each table.
- G. Offer your email and phone number to students at your table.

6. Drivers

- A. Must have current License
- B. Must give copy of Drivers License to Talk Time Director for Background check
- C. Drivers who live in Bellevue and Edmonds are highly desired.

7. Clean up

- A. Collect plastic serving utensils that came out of the Talk Time blue bin to take home to wash and return next week.
- B. Package up any left over food to be frozen for Talk Time or given away to students
- C. Throw away any garbage on food table
- D. Put utensil container with forks and spoons in blue bin. Put tea and sugar containers in blue bin.