

		<h2 style="margin: 0;">Usher Supervisor</h2>	<h2 style="margin: 0;">1002</h2>
<p>Purpose: Assist the Usher Captain in developing the Special Event plan. Oversee bucket flow and ushers –in assigned area-- ensuring a smooth collection within assigned area(s). Help recruit Usher team –conference Friday afternoon.</p>			
<p>Commitment Level</p> <p>Recruiting - 1 to 3 months Average per week - 2 hours Conference week - See shift Schedule</p>		<p>Responsibilities</p> <p>Pre-Conference During Conference</p>	
<p>Reports to:</p> <p>Usher Captain</p>		<p>Works closely with:</p> <p>Usher Captain Usher Team Security Captain and Manager Facilities Team Coordinator Facilities Captain Logistics Recruiting Coordinator</p>	

Responsibilities pre-Conference:

1. Assist the Usher Captain in developing the Special Event plan.
2. Become familiar with general event information and job descriptions for the Usher Team.
3. Attend venue walk through with the Captain paying careful attention to the “inner bowl” where attendees will sit. Specifically look for the “bucket flow” for the Special Event.

Responsibilities during Conference:

1. Meet with Usher Captain to review Special Event Plan.
2. **Recruit Usher Team Friday (& Saturday if necessary) as attendees come to the venue.**
3. Two Usher Supervisors work together with a Volunteer Check-In Supervisor to check in Usher volunteers and the distribution of Usher vests and basic instruction sheet.
 - Note: A meeting time (on Saturday morning) and meeting location must be known and passed on to each Usher as they check in.
4. Establish section assignments for your team.
5. Attend Usher training/meeting on Saturday morning (day of conference).
6. Coordinate with Usher Captain for delivery of buckets to distribution point.
7. Confirm buckets are distributed to usher location point(s).
8. Count number of buckets to be distributed.
9. Facilitate bucket flow in assigned area and monitor en-route to collection “drop point.”
10. Ensure that all buckets are accounted for upon completion of Special Event.
11. **Place trash bags every 3-5 rows well before venue gates open! And lead the subsequent trash collection inside the venue –both Friday and Saturday night after conclusion of that day’s event.**