Newport Ski Swap
Volunteer Plan & Summary
As of Nov 3, 2021

Legend
Blue = Overfilled
Green = Shift Full
Yellow = Not enough
Red = Critically Short

Thursday 11-Nov

Setup 9am - 9 pm
Check-in Gear 4 - 9 pm

Jobs	Plan - Number of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
	A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap	3	1	3	1	3	2	2	0	2	0	2	0	67%	0%	46%
Provide Security	1		1	8	2	8	0	0	0	0	0	0	0%	0%	0%
Coordinate Volunteers	1	1	1	1	1	1	1	0	1	0	1	0	100%	0%	50%
Coordinate Food	1	0	1	1	1	1	0	0	0	0	0	0	0%	0%	0%
Setup Swap Facility	6	12	6	12	6	12	4	0	4	0	4	0	67%	0%	22%
Check-In (2-9pm)			4	6	8	25			2	0	2	0	33%	0%	9%
Arrange Inventory (5-9:30 pm)					6	14					0	0	0%	0%	0%
Total by Adult/Student	12	14	16	29	27	63	7	0	9	0	9	0	45%	0%	16%
Total people / shifts		26		45		90		7		9		9			
Total shifts/people per day						161						25	25	0	16%
							58%	0%	56%	0%	33%	16%			

Friday 12-Nov

Setup 9-11 am Check-in 4-9 pm
Sale 5-9 pm

Arrange Inventory (5-9:30 pm)	Plan - Number of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
	A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap	3	1	3	1	3	2	2	0	2	0	2	0	67%	0%	46%
Customer Help & Problems					2	4					0	0	0%	0%	0%
Provide Security	1	8	1	8	2	12	0	0	0	0	0	0	0%	0%	0%
Coordinate Volunteers	1	1	1	1	1	1	1	0	1	0	1	0	100%	0%	50%
Coordinate Food	1	1	1	1	1	1	0	0	0	0	0	0	0%	0%	0%
Inventory System			2	2	2	2			2	0	2	0	100%	0%	50%
Setup Swap Facility	8	1					2	0					25%	0%	22%
Check-In (4-5 pm)	8	12					2	0					25%	0%	10%
Receipt Mgt			2	0	3	0			2	0	2	0	80%		80%
Cashiers					4	20					0	0	0%	0%	0%
Arrange Inventory (5-9:30 pm)			2	6	6	18			0	0	0	0	0%	0%	0%
Total by Adult/Student	22	24	12	19	24	60	7	0	7	0	7	0	36%	0%	13%
Total people / shifts		46		31		84		7		7		7			
Total shifts/people per day						161						21	21	0	13%
							32%	0%	58%	0%	29%	13%			

Saturday 13-Nov

Sale 9-4 (+/- .5 hour) Shops Check-out 4-6:30	Plan-# of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Shifts	8:00 - 11:30 am		12:30 - 4:30 pm		4:30 - 9:30 pm		8:00 - 11:30 am		11:30 - 4:30 pm		4:30 - 9:30 pm		Parent	Student	Total
Jobs	A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap	3	2	3	2	3	2	2	0	2	0	2	0	67%	0%	40%
Customer Help & Problems	2	4	2	4	2	4	0	0	0	0	0	0	0%	0%	0%
Provide Security	1	12	1	12	1	12	0	0	0	0	0	0	0%	0%	0%
Coordinate Volunteers	1	1	1	1	1	1	1	0	1	0	1	0	100%	0%	50%
Coordinate Food	1	1	1	1	1	1	0	0	0	0	0	0	0%	0%	0%
Inventory System	2	4	2	4	2	4	2	0	2	0	2	0	100%	0%	33%
Check-In (7-9 am)	4	12					4	0					100%	0%	25%
Arrange Inventory	4	8	4	8	4	16	0	0	0	0	0	0	0%	0%	0%
Receipt Mgt	4	0	4	0	4	0	4	0	4	0	4	0	100%		100%
Cashiers	2	20	2	20	2	20	1	0	1	0	1	0	50%	0%	5%
Total by Adult/Student	24	64	20	52	20	60	14	0	10	0	10	0	53%	0%	14%
Total people / shifts		88		72		80		14		10		10			
Total shifts/people per day					240							34	34	0	14%
							58%	0%	50%	0%	50%	14%			

Sunday 14-Nov

Dismantle swap, Pick-up gear 10-2 Move supplies & left over gear	Plan # of Adults (A) & Students				# of Adults & Students Signed U				% Filled		
Shifts	8:00 -12:00		12:00 - 4:00 pm		8:00 -12:00		12:00 - 4:00 pm		Parent	Student	Total
Jobs	A	S	A	S	A	S	A	S			
Manage Swap	2	1	2	1	2	0	2	0	100%	0%	67%
Provide Security	1	8	1	8	0	0	0	0	0%	0%	0%
Coordinate Volunteers	1	1	1	1	1	0	1	0	100%	0%	50%
Coordinate Food	1	1	1	1	0	0	0	0	0%	0%	0%
Inventory System	2	1	2	1	2	0	2	0	100%	0%	67%
Take Down Swap Facility	5	10	5	10	0	0	0	0	0%	0%	0%
Arrange Inventory Check out Individuals (10am-2pm)	4	10	4	12	0	0	0	0	0%	0%	0%
Receipt Mgt	3		3		3		3		100%		100%
Total by Adult/Student	19	32	19	34	8	0	8	0	42%	0%	14%
Total people / shifts		51		53		8		8			
Total shifts/people per day			104				16		16	0	15%
			42%	0%	42%	15%					

Total - All Days		**Total Shifts Planned**	666	**Total Shifts Filled**	96	14%