



### **WCC Chicago Lead Volunteer Job Description:**

Please see below the positions available which will detail all responsibilities, requirements, and benefits.

*Note: If you have already paid for accommodation or flights/travel for Chicago, these will not be reimbursed by World Coffee Championships.*

### **WCC Scorekeepers - 1-2 positions available**

#### **Key Responsibilities**

- Work in the team calculating and processing competition scores with SCA staff members
- Follow the WCC process as detailed in the guidelines made available to scorekeepers prior to the event
- Compute total scores on the competition scoresheets
- Insert scores in the Excel scorekeeping file
- Make sure all information is complete on the scoresheets
- Liaise with judges and staff to complete the work in a timely manner

#### **Requirements**

- Confident with Excel and a calculator
- Good attention to details
- Is okay with sitting in front of a computer for most of the day
- Experience with the role preferred but not required
- Available from April 10 to April 15 (travel days)
- Available onsite from April 12 to April 14, for an average of 10 hours a day (detailed schedule will follow)

#### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
- Lodging with breakfast
- Lunch provided onsite
- Gifts

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### **WBrC Stage Manager - 1 position available**

#### **Key Responsibilities**

- Oversees set-up of stage
- Assist in unpacking and organizing supplies
- Manage and direct Volunteers in the area
- Coordinates volunteer orientation on-site in the area
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Lead the Competitor Orientation Meeting
- Ensure that the competition is running following the R&Rs

- Keeps competition on schedule
- Is responsible for all activities taking place on stage (competitor practice, competition, volunteer management, AV, emcees, water, and supplies, etc.)
- Assists needs of Emcee
- Liaise with AV team
- Liaise with Staff over scheduling updates
- Oversees clean up and break down of stage and backstage

### **Requirements**

- Experience as a Stage Manager or Stage Assistant required, preferably within the same competition
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

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## **WBrC Stage Assistant – 1 position available**

### **Key Responsibilities**

- Oversees set-up of backstage and practice areas
- Assist in unpacking and organizing supplies
- Manage Volunteers in the backstage area
- Assists in Competitor Orientation Meeting
- Liaises with Stage Manager
- Cues competitors for stage
- Is the first point of contact with competitors backstage and is able to direct questions to staff, judges, or stage managers, as needed
- Manages the practice schedules
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Make sure each competitors have a maximum of 2 helpers/coaches backstage
- Oversees clean up and break down of backstage

### **Requirements**

- Experience as a Stage Assistant or Head Runner required, preferably within the same competition
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
  - Lodging with breakfast
  - Lunch provided onsite
  - Gifts
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### **WBrC Head Runner – 1 position available**

#### **Key Responsibilities**

- Support the Stage Manager and Stage Assistant
- Work closely with backstage Volunteers
- Help the competitor to the stage
- Ensure the competition is running on schedule
- Ensure that the competitor equipment is carried on stage
- Remain with the competitor until practice time starts on stage

#### **Requirements**

- Experience with competitions or other events required, preferably has past experience with SCA & WCE events
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

#### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
  - Lodging with breakfast
  - Lunch provided onsite
  - Gifts
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### **WCTC Stage Manager – 1 position available**

#### **Key Responsibilities**

- Oversees set-up of area
- Assist in unpacking and organizing supplies
- Manage and direct volunteers in the area
- Coordinates volunteer orientation on-site in the area
- Make sure that schedules and other supporting documents are available for all Staff and Volunteers in the area
- Ensure that the competition is running following the R&Rs
- Keeps competition on schedule, liaising with the stage manager
- Oversees clean up and break down of stage and backstage

#### **Requirements**

- Experience as a WCTC Backstage Manager or Brew Manager required
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

## **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
  - Lodging with breakfast
  - Lunch provided onsite
  - Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
  - Gifts
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## **WCTC Brew Manager – 1 position available**

### **Key Responsibilities**

- Is responsible for brewing coffee for the WCTC competition
- Keeps competition on schedule
- Assist in unpacking and organizing supplies
- Manage and direct volunteers in the area
- Ensure that the competition is running following the R&Rs
- Oversees clean up and break down of stage and backstage

### **Requirements**

- Experience with competitions or other events required, preferably has past experience with SCA & WCE events
- Experience with cuppings and brewing in a highly paced environment
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts

## **Bar Manager – 1-2 positions available**

### **Key Responsibilities**

- Oversees set-up of bars
- Assist in unpacking and organizing supplies
- Manage volunteers at the bar
- Make sure that coffees are served according to schedule
- Assists with proper use and presentation of sponsor coffees
- Make sure bar equipment is kept clean and work properly
- Liaise with sponsors during their demonstrations
- Coordinates volunteer orientation and management on-site in the area
- Uphold high standards of customer service.
- Quality control of beverages
- Organise the systems for bar flow and function
- Make sure that volunteers are always preparing coffee even when there are no customers at the bar

- Oversees clean up and break down of area

### **Requirements**

- Experience with managing people in a café environment required
- Experience with coffee events preferred
- Available from April 9 to April 15 (travel days)
- Available onsite from April 11 to April 14, for an average of 10 hours a day (detailed schedule will follow)

### **Benefits**

- Flight (up to pre-determined amount. Typically, up to \$300-500 for flights within US and \$1,200-1,400 for international flights)
- Lodging with breakfast
- Lunch provided onsite
- Reimbursement on offsite meals and incidentals for event days only (up to a maximum established in advanced and based on location)
- Gifts