



Become a part of the event support crew!! We are looking for volunteers this year to support in one or more of the following activities. Nominate 1 or more of your family group to take on any of the roles below. All roles require some involvement pre-event as well as when onsite, and our retreat volunteer coordinator will guide you every step of the way...

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### 1. Low Protein (In Kind) Supplier Food Sourcing (local with car) – 1 needed

Duties:

Coordinate with external suppliers to source additional retreat goodies (outside of LP suppliers eg Nutricia, Vitaflo, Cortex Health).

- Ensure all items are delivered ahead of the event to either venue or home.
  - Track inventory and manage the distribution of goodies during the retreat.
  - Thank suppliers at end of event.
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### 2. Low Protein Baked Goods Provider (local with kitchen & car) – 3-4 needed

Duties:

- Prebake low protein bread approx. 8 loaves. Assist with or prepare low protein am/pm tea for the event.
  - Work with MDDA to manage supplies/raw ingredients.
  - Manage deliveries for am/pm tea and low protein bread.
  - Check the am/pm tea station during the retreat, ensuring it's well-stocked with lp goodies.
  - Ensure low protein signage is on buffet
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### 3. Setup & Packup deliveries & support (local with car) – 2-3 needed

Duties:

- Assist with setting up the event space before the retreat starts, including registration tables, and equipment.
- Manage the logistics of local deliveries, ensuring all materials arrive on time.
- Help with the packing down and cleaning after the retreat ends.
- Coordinate with other volunteers to ensure the retreat space is left in excellent condition.
- Ensure all items are packed, stored or disposed of appropriately.



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#### 4. Menu Planning/Recipe & Ingredients Coordination – 1-2 needed

##### Duties:

- Assist with the planning of the retreat menu, ensuring it aligns with dietary needs (particularly low protein).
  - Work with MDDA/venue and kitchen volunteers to implement the menu.
  - Coordinate any necessary food-related supplies with the food sourcing team.
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#### 5. Onsite Low Protein Menu Liaison & Counting (ASIEM counting knowledge required) – 2 needed

##### Duties:

- Oversee protein counting for all meals served at the retreat, ensuring accuracy and consistency.
  - Coordinate with kitchen volunteers to maintain accurate signage for food and protein content.
  - Liaise between the kitchen and the MDDA coordinators to ensure LP dietary needs are met.
  - Assist with organising and managing any food-related emergencies or issues.
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#### 6. Kids Club Coordination & Parent Liaison (no supervision – but working with children required) – 2 needed

##### Duties:

- Assist MDDA with organising activities for the kids throughout the retreat.
  - Ensure a safe and engaging environment for children during club sessions.
  - Communicate with the Kids Club Coordinator and parents regarding any issues or special requests.
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#### 7. Audio Visual /Presenter Support (basic tech skills needed) – 1 needed

##### Duties:

- Assist MDDA with set up and manage of audio-visual equipment for presentations, panels, and events.



- Assist with managing microphones, projectors, and any digital presentations.
  - Provide technical support during the Panel Q&A and other sessions.
  - Troubleshoot any AV-related issues that arise during the event.
  - Help facilitate the audience Q&A by managing audience participation via microphones or online platforms.
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## 8. Family Games Night Coordination & Hosting – 2 needed

### Duties:

- Plan, organise, and host the Saturday night Trivia/Quiz Night to ensure a fun and interactive experience.
  - Prepare and gather all materials, questions, and props needed for the games in advance.
  - Check the event space before the session, ensuring all seating, AV/tech, and any required equipment are ready.
  - Coordinate with AV/Tech volunteers for microphones, screens, music, or any special effects.
  - Introduce interactive components such as:
    - Team Challenges – Encourage attendees to form teams for a more social and competitive experience.
    - Mini-Games – Include short, fun activities between trivia rounds to keep the energy up (e.g., charades, rapid-fire questions, or a "guess the song" challenge).
    - Themed Elements – Consider a fun theme (e.g., retro, movie night etc) to add excitement.
    - Prizes & Incentives – Organize small prizes or recognition for the winning team to encourage participation. Not necessary but nice to have.
  - Keep the event inclusive for all ages and skill levels.
  - Oversee pack-down and cleanup after the event, ensuring the space is left in good condition.
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## 9. Cupcake Decoration Activity Coordination – 1 needed

### Duties:

- Assist with the cupcake-making and decorating session.
- Source and organise all necessary supplies, including cupcakes, frosting, decorations, and paper plates/utensils, ensuring they are set up in advance.
- Coordinate with kitchen volunteers for the preparation of cupcakes before the session and assist with cleanup afterward – or – arrange for cupcakes to be baked offsite and brought in.
- Oversee pack-down and proper disposal/storage of any leftover materials after the activity.



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#### 10. Wellness Activities Coordination - 1-2 needed

##### Duties:

- Plan and lead physical wellness activities such as yoga, stretching, or walks.
- Set up areas for activities.
- Encourage participation and manage the schedule for each session.

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#### 11. External Entertainment Sourcing & Coordination - 1-2 needed

##### Duties:

- Liaise with external providers on site for any fun or entertainment activities (e.g. face painters, local entertainers, photo booth, outdoor games).
- Liaise with providers for pack down and removal of activities. Communicate with MDDA where required.

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#### 12. Dessert Bar Coordination – 1-2 needed

##### Duties:

- Plan, set up, and oversee the MDDA dessert bar, including chocolate fountain, popcorn, fairy floss, fruit for fountain, and other treats.
- Assist with serving, replenishing supplies, and maintaining the dessert station.
- Coordinate other volunteers to help serve etc.
- Ensure all supplies (chocolate, dipping items, popcorn, napkins, serving utensils, etc.) are prepared, stocked, and refreshed as needed.
- Maintain a clean, organised, and inviting dessert area, ensuring hygiene and food safety standards are met.
- Ensure clear signage for ingredients provided.
- Oversee pack-down and cleanup each meal and at the end of the event, ensuring the space is left in good condition.



### 13. Retreat Photographer - 2-3 needed

#### Duties:

As our Retreat Photographers, your role is to thoughtfully capture the special moments that reflect the heart of our Family Retreat—connection, laughter, and togetherness.

- Document key moments, candid interactions, and group activities
  - Move throughout the retreat with a warm, approachable presence
  - Help create a visual story that celebrates the spirit of the weekend
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