

DORM CHA JOB DESCRIPTION

Overview of responsibilities:

- ✓ Assisting candidates with any of their needs when they are in the dorm area.
- ✓ Assigning rooms and beds for team and candidates.
- ✓ Making nametags for doors and beds.
- ✓ Making color-coded tags for luggage. (Flag colors: Blue, green, white, pink, purple and red)
- ✓ Seeing that the candidates' luggage gets to the proper bed on Thursday evening.
- ✓ Keeping the dorm clean and neat throughout the weekend, emptying wastebaskets, putting out paper supplies, making candidate beds if needed, cleaning bathrooms, vacuum floors.
- ✓ In addition to daily cleaning mentioned above, Sunday will be the busiest day, thoroughly cleaning every dorm room in preparation for inspection by Weekend Couple on Sunday afternoon.
- ✓ Waking up the team and candidates each day (please try to wake everyone gently with soft music playing and at first only turning on a lamp you have brought from home.) You can turn on the overhead lights a few minutes later.
- ✓ Setting up and making coffee, hot water and putting out soft drinks and ice each morning on simply arranged refreshment table in hall by candidates' rooms.
- ✓ Setting up snacks and drinks on Friday and Saturday evening in same place, decorating simply with things from your homes.
- ✓ Making sure ALL candidates have left the dorm for their next activity on time.
- ✓ Helping Palanca chas put out pillow palanca in all rooms.
- ✓ Also, each dorm room has a small table just inside the doorway. These can be decorated with simple table coverings from home and a few decorative accents and a lamp.
- ✓ Lining the hall with other chas whenever candidates are moving from one place to another.
- ✓ There will need to be a Dorm Cha who sleeps in each candidate room, plus one in each team room.
- ✓ Staying in vicinity of dorm room at all times with few exceptions. See details below.
- ✓ Remember, yours is the first face they see in the morning and the last one they see at night. You will have an impact because of this. Be ready to allow Christ love to flow through you and minister his love and grace to someone in need.
- ✓ **DO NOT TAPE OFF ANY OF THE BATHROOMS ON SUNDAY!**
Remember the weekend is not over until closing.

Items to Cover Before the Weekend:

Head Dorm Cha should check with Assistant Head Cha to see how much he/she will be able to reimburse dorm chas for their expenses. No one should be **expected** to spend money out of their own pocket, but the Tres Dias budget is very limited, so be creative and/or keep things simple.

Additional Dorm Cha Information:

There are a total of 125 beds at the Camp of Colors:

Special needs room: 2 bunks x 2 = 4 beds	4
Candidate rooms: 11 bunks x 2 = 22 beds x 2 rooms =	44
Team rooms: 12 bunks x 2 = 24 beds x 3 rooms =	72
Rector room:	2
Spiritual Director room	5
Kitchen/office	2
	<hr/>
	129 beds

Color of flags outside rooms:

Blue, Green, Pink, Purple, Red, and White

These flags are interchangeable between rooms.

Doing bed and room assignments (Team): Head Dorm Cha should check with Head Cha to see if Rector has any preferences about this. He/She may want you to do all the assigning or he/she may want everyone to chose for himself or herself. He/She may want professors and table chas to be all in one room and the remaining chas in another room. Also, ask him/her where he/she would like for Back-up Rector & Rover to sleep. He/She may defer to you in all these matters. If he/she does, then prayerfully consider how you will handle this. The kitchen chas always use dorm room that is closest to dining hall and chose their own beds. Announce during team meetings that if anyone has a physical or medical reason for requiring a lower bunk that they should let you know. In assigning beds, be sensitive to the age and physical condition of the team members. In general, it is best to put younger team members on the upper bunks and those 50 and older (as a guideline) on the lower bunks. Also, always put a pregnant team member on a lower bunk. Encourage the team to come to you with their concerns about bed assignments and let them know you will do all you can to accommodate them. Rector and Head Cha sleep in small dorm room with private bath and twin beds.

Doing bed and room assignments (Candidates): The candidates will occupy the two rooms directly opposite the rollo room at the end of hall. You are responsible for assigning lower beds for those who physically require one. The pre-weekend couple will

call you and inform you of the candidates who require a bottom bunk. They will fax the Head Dorm a list of the candidates on Monday before the weekend. The candidates that need a bottom bunk will be marked accordingly. Also, please assign all persons 50 years of age and older a bottom bunk. Pregnant women are always given a lower bunk as well. Mix churches and ages in each room.

Assign at least two dorm chas to sleep in two candidate dorm rooms. These dorm chas are on call for the entire night. The candidates will come to this person during the night if they need anything. These dorm chas should be available to the candidates to take care of any needs any time that the candidates are in the dorm area. Remaining dorm chas will each sleep in a different team room.

Be aware that on weekend, dorm chas are to stay in the vicinity of the dorm rooms at all times, except for mealtime and Rector's rollo. If their tasks are completed, they may check with the Head Dorm if they would like to go in to hear a rollo. Naps are a good idea during the day since you are up so early and to bed so late. Just coordinate it with the Head Dorm Cha.

Make candidate name tags for bed and door: One nametag will go outside the door and the other nametag will go on their bed. Make a few extra just in case.

Make luggage Tags: Make three (3) luggage tags for each candidate the same color as the room you have assigned them to. To determine the color of the room, consider that there are five **interchangeable** primary-colored flags (blue, green, pink, purple, red, and white) above each dorm room door. In advance, decide which colors you want to use for the two candidates' rooms and make your luggage tags to go with those two colors. You may use stick-on labels or tags that tie on the luggage. Laminated tags are great if Tres Dias budget allows since they won't tear and fall off, but this is not essential. Color coordinating tags with rooms allows for all chas delivering candidate luggage from bus to easily see which room the luggage goes to by matching with color flags above doors. Make extra luggage tags. You may very well need them.

Assign two dorm chas to be at the send off to handle the luggage. They will need to bring all the luggage tags with them. They should also bring extra tags with ties in each color, masking tape, plastic garbage bags with twist ties, markers – one in each of the two colors.

Make team name tags for bed and doors: One nametag will go outside the door and the other nametag will go on their bed. Make a few extra just in case.

Make signs to put on poles for Sunday luggage pick-up: A-F, G-M, N-S, T-Z

Head Dorm Cha should arrange with Head Kitchen in advance of weekend to arrange snacks for Friday night and Saturday night for the dorms and spiritual directors. This eliminates confusion on weekend. The snacks will usually consist of fruit and baked goods and perhaps food left over from Thursday night reception. Bear in mind that the

kitchen also serves snacks to the serenaders as well as having fruit and baked goods available at meals.

Head Dorm Cha obtain a copy of weekend schedule from Head Cha and highlight everything that pertains to dorm chas specifically. You may also want to highlight things to pertain to all chas, such as lining halls.

During team meetings announce need for extra gowns, pillows, sheets, blankets, toothbrushes, ear plugs, etc. as well as travel size toiletries such as shampoo, soap, toothpaste, lotions, etc. Pass a sheet around that you have prepared in advance so that they can sign up under the item they can bring. Explain that, except for the toiletries, they will simply keep them on the weekend and that you will come to them to get the item if they are needed. Collect the toiletries during team meetings to bring on weekend.

Head Dorm cha should review with dorm chas who will bring what. Most everything should come from your own home. The following is a list of suggested items to plan on bringing:

- Vacuum cleaners if desired. The Camp of Colors does provide these. However, it may speed up the cleaning if there were a couple of extra ones supplied by you.
- Tape/CD Player for each dorm room - at least two for candidate dorms. (Can request to borrow from other team members if you do not have enough)
- Appropriate CD's and/or tapes (Can request to borrow from other team members)
- Lamps for each table in each dorm room (5 total). **Make sure these tables will be available for your use.** Sometimes the prayer chas have used them if they are setting up prayer chapel in men's bathroom.
- Table coverings for above tables
- Any decorative accents for these tables
- Magic Markers (two each of candidate dorm colors, plus one for professors – give head cha one set of candidate dorm colors at last team meeting. (See above for details) The other set of candidate dorm colors should go to chas assigned to send off. The one for professors should go to dorm cha who is going directly to Camp Ground on Thursday afternoon.
- Extension cords, including heavy duty type.
- Electrical/Gray tape to cover cords.
- Refreshment table coverings and decorations for Friday and Saturday nights. You may want to have different decorations each night. Can be very simple.
- Refreshment table coverings for each morning for coffee, etc. Very simple.
- A bell to get attention of candidates when it is time for next activity. Check w/Assistant Head Cha to be sure you need to bring one. He/she may plan to bring one.
- Bed and door tags
- Rubber gloves and spray bottles from home (Bathroom spray cleaner and room spray deodorizers supplied by Tres Dias.)
- Supplies for dorm chas to bring to send off. See page three for these items.
- Fabric or napkins to line baskets of toiletries for each dorm bathroom. (There are

- plenty of baskets in palanca room. No need to bring those.)
- Travel size toiletries that you have collected during team meetings. (There is often a large supply of these items already at the camp ground too.)
- Alphabetized signs for luggage pick up on Sunday
- Extra coffee pots and carafes
- Lunch bags or white paper bags for used feminine hygiene products (supplied by Tres Dias).
- Alarm clocks (not to be used in candidates' rooms)
- Flashlights
- Plastic bags for damp towels, etc. for candidates and team if desired (may do as pillow palanca on Saturday night.)
- Other pillow palanca, such as mints, etc. This is entirely optional.

At last team meeting, collect all team nametags to bring with you on the weekend. Head dorm designate one dorm cha to take the team name tags home with them and color code the back of the professors' tags with a color that is different than the two candidates' rooms. This dorm cha should be one that is going to Camp of Colors either Wednesday night or Thursday afternoon.

Head Dorm should let Head Cha know in advance that since the Head Cha will be bringing the candidate name tags to send off, arrange with him/her to color code the back of each one according to the color room you have assigned them. This will mean that in that last week before weekend and after you have assigned the beds, you will call the Head Cha and tell him/her which name is which color. You will need to make sure he/she has the two different color markers to use.

Wednesday Night/Thursday Afternoon Set-Up

Check with Weekend Couple who will be there on **Wednesday night** if you cannot locate any of the items mentioned below. They should locate it for you or get what you need. They are not there on Thursday, so it is important that you check with them on Wednesday night

- Cleaning supplies usually located in hall storeroom/closet or trailer.
- Room spray deodorizers
- Other supplies for the dorm, generally located on shelves 17 and 18 in the NGTD storage lockers. This will include trash bags, toilet paper, paper towels small toiletry items, soap, etc...Extra of these items are in the trailer
- Put plenty of toilet paper in each bathroom stall and paper towels in all bathrooms
- Put one air freshener spray in each stall. (Remember to put them in hallway bathroom as well as in dorm rooms.)
- Put a bar of or liquid soap at each sink.
- Remember to furnish the Rector's room, the Spiritual Director's room, and the hall bathroom with all of the above supplies.

- Put small, white paper bags or lunch bags on the floor between each stall for hygiene products.
- Make up baskets of toiletries for each bathroom. Also include a supply of feminine hygiene products in each bathroom. These items are supplied.
- Arrange team nametags by laying out alphabetically in a designated spot or placing on each bed if the beds are assigned.
- Locate dimmer switch for hall lights. Dorm is responsible for hall light to be off at night.
- Note location of wall outlet near exit to back of building. That is the outlet you will need to use to plug in coffee urns for in the morning. The outlet between candidate dorm rooms can't handle it. Use heavy-duty extension cords. If third urn is used, plug it into outlet inside back room door using wide electrical/gray tape to cover cord across hallway so that no one will trip over it. Another alternative for coffee and hot water is to use the Bunn coffee makers in storeroom and designate a dorm cha to keep making the coffee in the morning and pouring it into carafes (preferably insulated) that you bring from home.
- Make sure bathrooms and dorm rooms are spotless.

On The Weekend:

Upon arrival of bus, after greeting candidates, all Dorm Chas and other chas will unload the luggage from the bus and take them to the candidates' beds before heading for reception

Guide them to their rooms to make their beds when reception is over.

Starting on Thursday night and throughout weekend, line the halls with other chas whenever candidates are moving from place to place.

Once the candidates leave the dorm to go back to the Rollo Room on Thursday night, **put up the "Silence" signs.**

Set the example Thursday night by being silent. If you must speak, speak softly. Please refrain from a rude SHHH!

Each night, in team and candidates' rooms, make sure that lights are turned off within a reasonable time of everyone's returning from evening chapel. One suggestion is to give a gentle warning that overhead lights will be turned off in five minutes. Then leave lamp on for a short while, giving another gentle warning when you about to turn that one off too. If someone in the team rooms wants to do palanca, they should be encouraged to go to the dining hall or the chapel (if the chapel is not being used). They should not keep the lights on in the bathrooms to do palanca!

Keep making sure that all candidates leave the dorm area on time for next activity – chapel, rollo room or a meal.

You may consider closing the door of the candidates' rooms once the room is empty as a sign to the Assistant Head Cha and others who may need to know.

Be gentle if you should have to give someone instruction.

The pre-weekend couple may call the Head Dorm prior to the weekend with any special needs that a candidate may have such as medical or physical need. Certain candidates may need your assistance during the night. These needs should be dealt with in kindness and with discretion and respect for the candidates' privacy.

The candidates will automatically come to you at various times early in the morning and even in the middle of the night. Be ready to serve. This is your ministry this weekend.

If you see that someone needs to talk to a pastor, do not hesitate to tell the Assistant Head Cha and you or he/she should get the pastor to come at once.

Dorm chas are to stay in the vicinity of their dorm room at all times. The exceptions are mealtime, the Rector's rollo, to listen to another rollo, attend a chapel, take a nap or some

personal time when approved by the Head Dorm Cha and when your tasks are completed for the time being. The candidates need to see that you are there for them when they need you.

Dim the hallway lights in the evenings during the chapel services and at bedtime.

Each night, before you go to bed, have coffee, hot water, etc set up on a covered table in hallway and ready to go in the morning. Have brewed coffee (label regular and decaf), hot water for hot tea, diet and regular cokes with ice each morning for team and candidates. Have trash can close by for discards.

The Head Dorm Cha will receive a weekend schedule that tells you the time to awaken everyone. **Make sure you set your alarm clock for a little before that time!** You will also need a flashlight when you first wake up.

Immediately start the coffee and hot water.

You should then awaken the team and candidates each morning. It is suggested that you **not** turn on the overhead light at the first wake up call as they are very bright. Use the lamp first, and then the overhead light. Also, playing soft music is a nice way to start the day.

Always be sure to check that EVERYONE IS INDEED UP (both candidates and team). Don't forget to knock on the Rector's door and the Spiritual Director's door.

One dorm cha may be assigned to ask the Rector, Head Cha and Spiritual Director's what they drink in the morning. By asking this on Thursday night, you may then leave their drinks OUTSIDE their door each morning when you knock. Letting them know you plan to do this means they will know to automatically look outside the door after you leave.

Please do not let the candidates wander down the hall toward chapel with their beverages in the morning.

Decide ahead of time how to divide up the work. The Head Dorm should check regularly to be sure that everything is being maintained properly.

Every day you should clean the bathrooms, replace paper supplies, sweep bathroom floors, vacuum, empty trash cans and anything else you see that needs to be done. If a candidate's bed is unmade, make it. If there's a mess in the candidates' rooms, clean it up. Don't forget the Rector's room, the Spiritual Directors' room and the hall bathroom.

Please note that **vacuuming of candidates' rooms** should be done when they are in morning chapel since it is very noisy and the chapel is at the other end of the hall. **Vacuum team dorm rooms** once the candidates are in the rollo room, not while they are in chapel since team dorm rooms are closer to chapel and farther away from rollo room.

Help palanca chas put out pillow palanca at night. Do not put out any pillow palanca in the candidates' dorms until after Decuria begins each evening, since candidates will use their dorm restrooms all day long.

Speaking of palanca, the dorm chas that are assigned to the candidates' rooms cannot receive any individual pillow palanca in their room, since it would be different than what the candidates would have on their pillows. The idea is that all candidates get the same thing. The Head Dorm can check with the Head Palanca Cha about getting that special palanca to you another way.

On Friday and Saturday nights, set up table with snacks that you have arranged to get from kitchen and drinks from storeroom, plus any decorations you have planned in the dorm hallway. This is for after evening chapel and before bed. Avoid beverages with caffeine if possible. Also remember snacks for Spiritual Directors.

On Saturday night at team meeting or in your room, remind everyone (except professors giving a Sunday talk) to put their luggage on their beds in the morning so you can clean the floors. Remind candidates to do the same. Although it is in the rector's script to let them know this, it is quite possible that things will happen and it doesn't get said or that they did not hear it.

For Sunday morning team serenade, keep hall and lobby lights off so as not to wake up any candidates prematurely.

Candidates will accumulate extra items that remain unpacked. Have garbage bags for these extras, but be sure to place each candidate's name on these bags.

On Sunday morning, begin a thorough cleaning of the dorm rooms and bathrooms right after breakfast. Do thorough cleaning in all rooms including the Rector's room and bath, the Spiritual Directors' room and the hall bathroom.

Once toilets have been thoroughly cleaned, you or set up team can quickly wipe them clean if needed at end of day. Your area should be completed before the Rector's Rollo. **DO NOT TAPE OFF ANY OF THE BATHROOMS ON SUNDAY!** Remember the weekend is not over until closing

After lunch on Sunday take all candidates' luggage to the covered entrance for pick up or ask setup/take down team help you with that. Place the alphabetized signs on posts of covered entrance. for easy pick-up, place luggage alphabetically.

On Sunday afternoon, pull the curtain in the hall by the chapel closed. Avoid letting candidates wander down toward that end of hallway.

Encourage sponsors and spouses of candidates to pick up luggage before closing.

At end of weekend, put all extra paper products back into storage.

Vacuum all areas where the candidates cannot hear you. If part of the hallway is left, the Setup Team can finish it. You need to let them know that though.

Dorms Take Down Check List

Before leaving your area for the weekend, please do the following and have the Asst. Head Cha initial when you have completed the list. **NOTHING CAN BE LEFT AT THE CAMPGROUND-ANYTHING LEFT MUST BE TAKEN TO THE ASST. HEAD CHA.**

- _____ 1. Close all windows in every dorm room, including Spiritual Directors' room.
- _____ 2. Take any left over clothes, shoes, etc. to the Asst. Head Cha.
- _____ 3. Take "silence" signs back to the storeroom.
Take all trash to the dumpster. Turn over trashcans to show that they have
- _____ 4. been emptied for weekend. Set up a large trash can in the main hall for last minute trash.
- _____ 5. If AC is on, turn up to 80; if heat is on, turn down to 60.
- _____ 6. Lock outside doors at end of hall.
- _____ 7. The print bedspreads go on beds in the fax/phone room and the Spiritual Directors' room.
- _____ 8. Turn off all fans and lights.
- _____ 9. Check all sinks, showers, and commodes for running water.
- _____ 10. Throw away used soap, shampoo, etc..
- _____ 11. Take all paper towels, Kleenex, and toilet paper back to the storeroom.
- _____ 12. Check under all beds for trash, lost items
- _____ 13. All candidates' luggage to be put outside under front portico by 3 P.M. for sponsors to pick up.
- _____ 14. Clean all mirrors, toilets, shower stalls, and vanity. Throw away all opened soaps left behind.
- _____ 15. Vacuum all dorm areas and hall. Be aware of what is going on in Rollo Room and chapel, considering the noise factor.
- _____ 16. Assistant Head Cha INITIAL here. _____