

# Volunteer Job Descriptions

## A. Shift Queens

1. Prior to Volunteer Training
  - Familiarize yourself with all job descriptions and stations.
  - Call everyone on your shift by Sept. 6<sup>th</sup> to verify attendance @ training.
  - If someone cannot attend training make alternate arrangements (see below).
  - Thoroughly review Pussy Palace rules and etiquette with **new** volunteers.
  - Review relevant job descriptions with volunteers if needed.
  - Report any cancellations to Diane.
2. At volunteer Training
  - Sit with your shift at the beginning of your training.
  - Familiarize yourself with everyone's name and faces.
  - Ensure volunteers have a copy of:
    1. Their job description
    2. The General Volunteer job description
    3. A copy of the Palace Rules and Etiquette.
3. During 2000 Pussies
  - Before you begin read over the "Shift Queen Log," located in the accordion file. It is filed under "Shift Queen Log."
  - Have all volunteers check in with you and get a green armband. You also get a green armband.
  - Orient volunteers who were not at the training. Copies of the etiquette and job descriptions will be in the accordion file at the front desk.
  - Ensure all volunteers get training for their station.
  - Ensure that all volunteers get a break.
  - Answer volunteer questions.
  - Fill-in for volunteers who don't show up.
  - Work at stations that need extra help.
  - Identify with the committee contacts for your shift and identify yourself to them (a list of committee contacts will be posted at the check in desk).
  - Keep in constant contact with the committee contacts for your shift to see if they need any help.
  - Identify yourself to the security contact for your shift. Report any problems to the committee member on duty.
  - During shift and at conclusion of shift complete log of significant events and information that committee members and shift Queens will need to know on their shift. Logbook is located in the accordion folder at the front desk. It is filed under "Shift Queen Log."

## **B. Station Queens**

1. Prior to 2000 Pussies
  - Work with the committee member in charge of your station to plan the set up of your station.
2. During 2000 Pussies
  - Arrive at the palace 5pm to set up your station.
  - Ensure station is set up and ready to go by 5:30pm.
  - Train volunteers on the first shift.
  - Work the first shift.
  - Report any difficulties to the committee contact on duty.

# **General Volunteer Job Descriptions**

## **General Information:**

- Please arrive at least 30 minutes or more before your shift to check in, check your belongings and have a tour of the bath house (there have been renovations).
- **Check in with your Shift Queen 30 minutes before your shift and get an armband from them.**
- Admission is free. If you want a room or a locker you must pay \$15. The fourth floor rooms will all be open. Any woman can have sex in these rooms as she pleases.
- Volunteers cannot pre-reserve rooms.
- During your shift please refrain from drinking and having sex – although playful flirting is highly encouraged!
- Everyone on the first shift is expected to help set up and everyone on the last shift will help with clean up.
- Over the course of the evening help to keep the environment clean by picking up litter & towels and notifying the cleaning crew if rooms or bathrooms need to be cleaned.
- Report any questionable behaviour to security or a member of the organizing committee
- If you can't make your shift call Diane 516-8961.

## **A. Coat Check**

- Put women's clothes and belongings in a garbage bag and label it with a number
- Have women sign-in
- Store clothes and retrieve them when women return

## **B. Tours**

- Take women on 20 minute tours of the bath house.
- Help women who are feeling nervous or uncomfortable to be more at ease at the Palace.
- Most important message to convey is that discrimination will not be tolerated.
- Tell women if they experience any form of discrimination to report this to security or a member of the organizing committee.
- Make it clear that trans women and trans men are welcome.
- Explain Bath House etiquette, rules and where to get safer sex supplies
- Tell women about the events, activities and entertainment going on through out the night and point out entertainment menu.
- Tell women that there will be about the lapdancing space, the photography room, the temple priestess' room and where they can get services from a professional dominatrix.
- Introduce women to the "Pussy Palace Introduction Game" and show them where they can find a cupid.
- Circulate and watch for inappropriate behaviour or fire.
- Fill baskets of condoms, lube, gloves and dams. Refills will be available at front desk.
- Answer questions

- Pick up towels, and linen and bring them to the office

## C. Door

- Greet and welcome women in the line. Explain that smoking is only allowed outside, around the pool.
- Explain that the third floor and the gym on the second floor are "SM friendly zones."
- Hand out Pussy Palace Etiquette.
- **Verbally confirm with all women that they understand that trans-women and trans-men are welcome and that discrimination will not be tolerated.**
- Ensure that no one slips in.
- The woman on cash will inform you when we have reached capacity. When we have reached our capacity, have women form two lines: one of ticket holders and one of women without tickets. Women with tickets can come in immediately. Women without tickets must wait until other women leave.
- After we have reached capacity, the door person will inform the woman on cash when women leave, so that we can let in the same number of women. There are no 'in and out' privileges.
- As people leave, ask them for the keys to their room or locker.

## D. Cash

- Before you begin read over the "**Cash Log**," located in the accordion file. It is filed under "**Cash Log**."
- Count your float when you arrive (\$200).
- Find the **Sign In sheets** located in the accordion file. All volunteers and committee members must sign in on these sheets. If their name is not on the sheets, you must get a committee member to approve their entrance.
- Receive pre-purchased tickets from women and allow them entry.
- **Women can only buy 2 tickets at the door. They cannot leave tickets for friends at the front door. They can wait outside for friends, but they can't enter and then leave to meet their friends.**
- Rip all tickets in half. Give each woman her stub and retain the other half. Put half of the ticket in the appropriate box, either "Tickets bought @ door" or "Pre-Paid tickets."
- Complementary passes are orange. They should also be ripped in half. The half which the Pussy Palace keeps goes in the box of pre-paid tickets.
- Distribute room keys and locker keys to the first women who arrive.
- Inform the cleaning crew when a room has been vacated and needs to be cleaned.
- Redistribute room keys after they have been vacated and cleaned. Keys are re-distributed on a first come, first served basis
- On shift 3 take over the duties of the door person.
- At the end of your shift, cash-out with a member of the organizing committee. Count out your float and count the money left in your till. Deposit the cash and tickets which you have sold into an envelope. Both you and the committee member should sign and seal the envelope. The committee member will deposit the envelope in the safety deposit box.

## E. Extras (Shift 1 and 2)

- Stand inside of door and hand out towels and safer sex kits to women.
- Do other duties as assigned by the committee or your shift queen.
- Before your shift start place signs around the house which indicate SM areas and special rooms.

## F. Pool

- When you begin your shift, find out where the security office is, how to contact security and where the first aid kit is.
- Watch pool and act as hostess for pool area.
- Pick up discarded towels and alert security of improper behaviour
- In case of emergency begin CPR and send bystander to notify security and organizing committee member on duty.
- Monitor whirlpool to ensure that temperature is not too hot. Add cold water if it is too hot.

## G. Cupid

- Organize message station where women can leave messages for each other.
- Circulate in the crowd and explain the **Trick Card** game to women.
- Distribute the trick cards to women in the crowd.
- Encourage women to let you write a number on their arm, so that people can send them a message with their number on it (use waterproof crayola markers. When you write a number on a woman's arm, be sure to cross it off the list provided so that there are no duplicate numbers.
- Have one cupid stay at the station where women post their messages. Make signs to divide the cork boards into sections for the messages (eg -- numbers 1-100, 101-200, 201-300, etc.). Make sure there are pens at the station for women to use.
- Deliver messages from one woman to another, if they don't want to post them on the board.
- If you can, let women know when there is a message on the board for them.
- At the same time as you do all of the above, give women tattoos that advertise our new website. You will have spray bottles and tattoos to put on women's arms.