



## Frequently Asked Questions About Staffing

### **1. When can I apply to staff for a Weekend?**

Once our dates for the year are posted on our Website, you may apply to staff for any of the Weekends posted. Please mark on your calendar that you have applied for a Weekend so you are sure to hold those dates open. Staffing applications are always due 60 days before the Weekend you are applying for.

### **2. I have some physical limitations but really want to staff. Am I eligible?**

Yes. Please note on your staffing application what your physical limitations are.

### **3. What if I'm late sending in my staffing application?**

The deadline to send in your staffing application is 60 days prior to the Weekend. Any staff requests received after the deadline has past will be put on a wait list and considered on an as needed basis and prioritized by the Staffing Committee.

### **4. Can I request a specific job?**

Yes, on the staffing application you have the opportunity to ask for the position you would like. There is no guarantee that the position requested will be assigned. All staff positions have the requirement of attending our One-day Staff Training. Some staff positions have additional requirements. For example, to be a Nurturer or an ATL, you must have completed Women Empowering Women (WEW). Positions are assigned for the benefit of the participants and the success of the weekend.

### **5. Who chooses the staff?**

The WWEUSA Staffing Committee makes staff selections. The Staffing Committee consists of the WWEUSA Director of Training, the WWEUSA Administrator, the WWEUSA Staffing Coordinator and the Team Leader for the weekend.

### **6. When will I find out if I have been selected to staff?**

The Staffing Committee will select staff approximately 45 days prior to the Training Weekend. When selections are made, an email letter will be sent notifying women who are selected, or are on the waiting list. Women are expected to be committed to staffing at this time.

### **7. What is the cost to staff?**

The staffing fee is \$120 for each Woman Within® Weekend. The actual cost to WWEUSA for each staff member ranges from \$180-\$209. Any payment in excess of the \$120 Staffing Fee is greatly appreciated!!!

### **8. What if I am unable to pay the \$120 staffing fee?**

No woman will be refused a staffing position due to lack of funds. Women who want to staff and cannot pay the minimum can make alternate arrangements in advance with the Administrator. We ask that all women pay what they can.



### **9. Can I pay my Staffing Fee by Credit Card?**

Yes. Staffing fees may be paid by Credit Card or through Pay Pal. There will be a \$5 service charge added for all electronic payments.

### **10. What time do I need to arrive on site to staff?**

We ask that everyone be on site Thursday between 4:00 – 5:00 p.m. to help unload supplies and to help ready the site. New staff that did their One Day Staff Training via telephone must arrive no later than dinner time on Thursday. Staff who cannot arrive between 4 and 5 p.m. due to travel, family or work issues, must communicate their estimated arrival time with their Assistant Team Leader and Team Leader. Staff who can only arrive on Friday morning must be on site by 8:00 a.m. to have time to unpack and be present for the first staff meeting that begins promptly at 9:00 a.m.

### **11. What things do I need to bring when I staff?**

You will receive a letter reminding you to bring weather appropriate clothing, to wear solid colors, shoes for outside and a pair of shoes or slippers to wear while inside. You will need to bring bedding (sheets, blanket or sleeping bag, pillow and towels), shampoo and soap, flashlight, your Necklace from your Training Weekend, your Special Object, a drum or rattle if you have one, a pink bandana, a solid pink shirt or sweater for Friday evening, and unscented body products.

### **12. When does staff leave on Sunday?**

We ask that everyone stay on site on Sunday until clean-up is complete and the Team Leader dismisses you. This is sometime between 4:00 and 5:00 p.m. The exception to this parameter applies to air travelers and the staff assigned to take them to the airport.

### **13. What are the sleeping arrangements?**

Each site used by WWEUSA varies a bit however all beds are twin size. Some facilities have cabins with either bunk beds or single beds. Some sites have space for air mattresses, others do not. All sites have shared bath facilities.

### **14. What are the dining facilities?**

Dining facilities are cafeteria style with vegetarian options at all meals. If you have allergies or particular food issues, please communicate with your Team Leader or Staffing Coordinator prior to the weekend.

### **15. Do I have any responsibilities before the Weekend?**

Yes. Each staff member is responsible for sending in her Consent Form and Staffing Fee to the Staffing Coordinator at least 2 weeks before the Weekend. Each staff member will be assigned a participant to call before the Weekend.

### **16. Do I have any responsibilities after the Weekend?**



Yes. Each staff member is responsible for calling the participant she was assigned prior to the Weekend. She is also responsible for attending any Welcoming Celebration that might be held in her area.

**17. Must I attend the Welcoming Ceremony?**

We expect all local staff to attend the Welcoming Ceremony to continue the honoring, welcoming and accepting of the participants into our community. Staff is expected to communicate their attendance with the local Welcoming Ceremony Coordinator.