



**THE SWANNANOA GATHERING  
WORK EXCHANGE CREW AVAILABLE POSITIONS**

Position: **“LOCAL” CREW**

**Application due February 1st, 2020**

LOCAL CREW~ Open to applicants in the LOCAL Swannanoa Gathering Community only.

**Dates of Employment:** There are no dates set in stone, as we work around everyone’s availability, but we will need help during the following times:

- **May** :: To assist with our Welcome Packet mailing (4-6 hours)
- **Registration** :: “Local” Crew members help with registration for the week they choose to attend and also one more registration Sunday. This is an 4-hour commitment on each of the Sundays. (8 hours)
- **Saturday Check-out** :: Participate in one or more Saturday morning check-outs and assisting the Dorm Host with returning keys and meal cards (3-6 hours)
- **Concerts** :: Assist in ushering during the staff concerts as needed.

**Job Description:**

The position of Local Crew is a seasonal (late spring/summer) position, carrying responsibility for assisting the Office Manager with mailings and organization prior to the Gathering as well as assisting with registration, Saturday check-out and concerts. The position calls for an individual who enjoys mindless work (stuffing and sealing envelopes), pays attention to detail and is prompt and able to work on his/her own. Due to the pre and post Gathering work requirements, this position is only open to local community members.

The Local Crew works directly with the Office Manager. Work will include:

- Collating, stuffing and sealing envelopes
- Staffing one of the stations at registration (handing out packets, keys or meal cards)
- Assisting the Dorm Host with one or more Saturday morning check-outs
- Working as an usher during staff concerts

Skills: Candidate must have a good attention to detail and be able to work on their own.

Capabilities:

- Demonstrated ability to conduct one’s self in a calm and professional demeanor when dealing with the attendees and staff and/or with difficult situations.
- Demonstrated ability to effectively communicate orally
- Ability to work well with a diverse group of staff and crew members
- Willingness to adjust hours to accommodate the needs of the job

**Time Commitments:** This is a 20-hour commitment with requirements to work registration on two Sundays and a Saturday check-out during the Gathering.

**Compensation:** In exchange for the 20 hours of work, the Local Crew will receive free class tuition (worth \$590). The Crew member will be guaranteed their first choice of up to 2 classes per week, and can take others as space and time allow, as well as being able to participate in all other Gathering Events as time allows.

# The Swannanoa Gathering Work Exchange Crew Application

**Deadline February 8, 2020**  
(PLEASE WRITE CLEARLY)

The Swannanoa Gathering, CPO 6361, PO Box 9000, Asheville, NC 28815-9000  
Phone & Fax: 828-298-3434 :: gathering@warren-wilson.edu

## I AM APPLYING FOR THE FOLLOWING CREW POSITION: LOCAL CREW

We will not be accepting applications for a generic “volunteer” position this year. Applicants must apply for specific positions.

### PART I :: PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  M  F

DOB \_\_\_\_\_ Age (as of July 1, 2020) \_\_\_\_\_ (*you must be 18 years of age by 7/1/20*)

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Country (if outside US) \_\_\_\_\_

Email \_\_\_\_\_ Primary Phone (Days) \_\_\_\_\_

For applicants local to Asheville/Swannanoa: Driver's License State: \_\_\_\_\_

Emergency Contact Name & Phone #: \_\_\_\_\_

- I'm new to the Gathering.
- I have attended the Gathering in the past but have not participated in the Work Exchange Program.
- I have applied for Work Exchange positions in the past, but have not been awarded a position.
- I have previously participated with one of the Work Exchange Crews for Gathering programs:

Years/Weeks \_\_\_\_\_

*I'd like to be considered for the following week(s) (indicate order of preference – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.):*

**Please note: You should only select week(s) you would be willing to work (i.e. if you were chosen for your 2<sup>nd</sup> choice)**

Mandolin/Banjo & Fiddle June 28-July 4

Traditional Song July 5-11

Celtic July 12-18

Old-Time July 19-25

Guitar/Contemporary Folk July 26-August 1

### PART II :: EDUCATION

Check last year completed	High School	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	College	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	Grad School	1 <input type="checkbox"/>	2 <input type="checkbox"/>		

### PART III :: EMPLOYMENT HISTORY

*Please list your most recent work/internship experience:*

1. Business/Organization: \_\_\_\_\_

Dates Employed: \_\_\_\_\_

Position/responsibilities: \_\_\_\_\_

**PART IV :: QUESTIONS**

*Answer below or attach answers on a separate sheet:*

1. Why do you want to participate in a work exchange with The Swannanoa Gathering? \_\_\_\_\_

2. What sort of volunteer work have you done in the past? \_\_\_\_\_

3. Please explain any special skills, training, interests, and hobbies: \_\_\_\_\_

4. Have you ever been convicted of any criminal offense?  Y  N

If yes, please explain: \_\_\_\_\_

5. Are there any work activities that you must avoid? \_\_\_\_\_

6. How did you learn about our Work Exchange program? \_\_\_\_\_

7. Is there anything else you'd like us to know about you? \_\_\_\_\_

***If selected as a Work Exchange Crew member, I would likely:***

need on-campus housing and meals.

I am (*for roommate matching*):  an early bird  a night owl  no preference

I would like to room with (*name*): \_\_\_\_\_

be accompanied by a Non-student participant (*attending but not enrolling in classes*).

be accompanied by a child/ren to be enrolled in the Children's Program.

Name and age of child/ren: \_\_\_\_\_

be bringing a vehicle on campus.