

CARPET CO-ORDINATOR

Part of your role is to make sure that your carpet room is set up for the carpet work on Friday and taken down either on Friday night or first thing on Saturday morning.

For this you will need:

- Central carpet
- Rugs and cushions on the floor
- Nurturing space (soft, safe, lovely area to go after process)
- Stereo
- Music
- Coloured cloths
- Dolls
- Rope
- Tennis racket / Baseball bat
- Tennis ball
- Large cushion for bashing

- Drum
- Tissue Boxes x 2
- Rubbish bin
- Sick bin
- Bin Bags
- Address labels and pens
- Scissors
- Scribe pads x 2 and pens

It is your responsibility to collate any name changes that occur during the day, and hand them over at the end of the day to the names co-ordinators

It is also your job to look after your staff team on the carpet day. The facilitators are totally focused on the participants and so it is your role to keep the staff on your team safe and held.

- Have small huddles in each break to check how everyone is:
 - Does anyone need anything
 - Do any roles need switching (scribe, music etc)
 - Does anyone need time out?
 - Does anyone need to clear anything?
 - Is anyone getting triggered by the work and in need of support?

Check in with women who are on catering duties and out of the room for a while. Keep them connected to what is going on, or switch them with other members of the team who need time out.

Keep an eye on the energy levels of staff. You may need to do stretching, open windows, jump up and down to keep the energy moving and ensure everyone is able to stay focused on the participants.

Coordinate with the facilitators to make sure they have what they need (water, snacks, chocolate, etc!) Also check if the room is set up how they want it.

At the end of the day there is a fire ceremony where the skins of the dolls are burned. During the day, as dolls are used up, their skins need to be

separated from their stuffing. The stuffing is thrown away while the skins are kept and taken to the fire in a basket.