

# CEOLP



# Volunteer Role Descriptions

# Facilitator

- Responsible for initiating, coordinating, and overseeing the cremation or burial event, from initial notification of death to post disposition.
- Tasks include notifying appropriate individuals and agencies, inviting and organizing participation of family, friends, and volunteers, and maintaining close communication with Team leaders and Family Liaison.
- To be successful in this role, a volunteer needs knowledge and experience of the full cremation/burial process and familiarity with CEOLP home funeral and dispositions services. Certification to complete the Electronic Death Registration (EDR) is preferred, but not required.



***NOTE:*** To fill this role requires extensive experience, which is obtained through attending a training workshop, shadowing the team leader, and directly participating in multiple cremations.



# Care of the Body

- Responsible for assisting the family and friends of the deceased in preparing the deceased's body for repose in the home up to 72 hours.
- Tasks include maintaining cool body temperature at time of repose, creating a peaceful and calm environment for the body's repose, and assisting family in preparing the body for transport to the site of disposition.
- To be successful in this role, a volunteer needs reliable internet/phone service, a reliable vehicle for transport to home of deceased, and good communication, listening and organizational skills.



***NOTE:*** To fill this role requires extensive experience, which is obtained through attending a training workshop, shadowing the team leader, and directly participating in multiple cremations.



# Family Liaison

- Responsible for serving as the CEOLP interface with family and friends of the deceased.
- Tasks include communicating closely with the Facilitator and Team leaders, as needed, maintaining a calm and supportive environment, providing guidance and support through the home funeral and disposition process, and assisting with various tasks related to announcement, ceremony, shrine, etc.
- To be successful in this role, a volunteer needs knowledge and experience of the full cremation process, to feel comfortable being the calm center in an emotionally charged environment, and to be a good and compassionate communicator.



# Family Liaison Support

- Responsible for providing practical and emotional support for the Family Liaison (FL).
- Tasks include assisting the FL, when requested, with family support, communication, and practical tasks. Offers a grounded presence that provides a safe, supportive opportunity for the FL to share how they are doing and feeling since the FL often has an intimate relationship with the deceased and family.
- To be successful in this role, a volunteer needs to be a good and compassionate communicator and listener and feel comfortable being the calm center in an emotionally charged environment.



# Pyre Site Guide

- Responsible for meeting with family and friends the day before cremation to orient them to the site and answer any questions or concerns.
- Tasks include arriving at the Pyre to greet family and friends at prearranged time, outlining the ceremony and what to expect, consulting with family and friends about setting up the altar, and giving directions on picking up the ashes the following day.
- To be successful in this role, a volunteer needs knowledge and experience of the full cremation process and a compassionate, grounding personality willing to spend time answering all questions and addressing all concerns.



***NOTE:*** To fill this role requires extensive experience, which is obtained through attending a training workshop, shadowing the team leader, and directly participating in multiple cremations.



# Fire Team

- Responsible for building and maintaining an effective fire for the ceremonial cremation at the CEOLP open-air cremation site. The Fire Team is comprised of multiple roles, including Fire Master and Fire Tenders and spans across time to include tasks needed before, during, and after the funeral pyre.

- Tasks for Fire Master involve organizing and overseeing volunteer fire tender assistants, ensuring the necessary fire tools and supplies are on hand, communicating directly with the Master of Ceremonies, and supervising the post-burn and remains gathering the following morning.

Tasks for Fire Tenders include packing and stacking of wood, prepping and maintaining the pyre under the close direction of the Fire Master, and tending to the ember/coal pile hours after the ceremony concludes.



- To be successful in this role, a volunteer needs thorough knowledge of the protocols of safe fire tending, careful attention to the building and burning of the pyre, and attunement to the sacredness of the ceremonial event.

***NOTE:*** To fill this role requires extensive experience, which is obtained through attending a training workshop, shadowing the team leader, and directly participating in multiple cremations.

# Site Host



- Responsible for ensuring that all guests are greeted, and a smooth flow of ceremony participants and the procession is established.
- Tasks include assisting family with setting up the altar, overseeing use of the microphone, guiding parking of transport vehicle and where guests should stand for the procession, handing out juniper to guests, and ringing the gong to indicate the start of the procession.
- To be successful in this role, a volunteer needs to be attentive to the needs of others and to those of the ceremony, and to be flexible in relation to a variety of tasks.





# Censer

- Responsible for providing an aromatic smoke offering during the cremation ceremony.
- Tasks include gathering juniper, wood and other items needed prior to the cremation morning, lighting and maintaining censer smoke during the ceremony, and cleaning up the site afterwards.
- To be successful in this role, a volunteer needs reliable internet/phone services, a reliable vehicle for transport to the cremation site, and dependability.



# Site Prep

- Responsible for preparing the cremation site for use immediately before and after the ceremonial event.



- Tasks include setting out folding chairs, wiping off benches, raking procession path, pulling weeds, stacking wood, removing cover from Pyre, and Zen raking inner circle after fire team is done.
- To be successful in this role, a volunteer needs an appreciation of outdoor work and some physical stamina.



# Parking

- Responsible for controlling traffic movement at cremation/burial site and nearby roads.
- Tasks include arriving early to place orange cones and post parking signs, direct vehicles, and serve as a shuttle driver, as needed.
- To be successful in this role, a volunteer needs good observation and communication skills and the ability to stand for an extended period.



# Cremins

- Responsible for collection of cremains after cremation.
- Tasks include closing the pyre after the body has been fully cremated, collecting ash and bone cremains the following day, pulverizing any bone fragments, sweeping out the pyre and surrounding area, and assisting family members, as needed.
- To be successful in this role, a volunteer needs to deal sensitively with bereaved family members.



# Site Management

- Responsible for preparing the cremation or burial site for long term use.
- Tasks consist of annual maintenance, including weed control, oiling of benches and painting of posts and bamboo railings as well as general clean up, as needed.
- To be successful in this role, a volunteer needs an appreciation of outdoor work and some physical stamina.



# Natural Burial Site Team

- Responsible for preparing grave site for burial and burial party.
- Tasks include excavating and backfilling grave (with family and friends by their request), assisting with pallbearing, placing stone and steel marker on grave, and coordinating with Facilitator and Burial Site host.
- To be successful in this role, a volunteer needs physical strength for grave digging in soft sand and lowering the body into the ground and a willingness to work with grieving family and friends of deceased.



# Burial Site Recorder

- Responsible for determining the position and coordinates of natural burial site using GPS and triangulated on-ground measurements from station points.
- Tasks include sharing GPS coordinates with facilitator and assisting with filing burial affidavit with the county, recording GPS and on-ground measurements in digital and hard copy logs of burial sites and adding the new burial to master site map.
- To be successful in this role, a volunteer needs conscientious attention to accuracy in measurement and recording, and familiarity with GPS readings and triangulated measurements or a willingness to learn these skills. Drafting skills helpful, but not required.



# Registrar

- Responsible for overseeing the CEOLP registration process.
- Tasks include handling email, phone, or in-person requests for registration forms, reviewing registration forms for accuracy, and maintaining records, including updating forms as needed.
- To be successful in this role, a volunteer needs reliable internet/phone services, interest in accurate record keeping, and good attention to detail.



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# Volunteer Coordinator

- Responsible for overseeing volunteer activities within CEOLP.
- Tasks include handling email communications and responding to new queries re: volunteer opportunities and information, maintaining digital files of local active volunteers, and communicating via phone, text, voice, or email with volunteers and CEOLP leadership.
- To be successful in this role, a volunteer needs reliable internet/phone services, time management and organization skills, and good communication and listening skills.



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# Publicity

- Responsible for dissemination of information regarding upcoming events hosted by CEOLP.
- Tasks include updating the Crestone Eagle on a monthly basis and submitting information about special events to the Eagle and other local venues.
- To be successful in this role, a volunteer needs good time management and organizational skills.



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# Electronic Death Registrar

- Responsible for filing Electronic Death Record (EDR) with Colorado State Vital Records.
- Tasks include obtaining Authorization for Disposition and a file copy of death certificate for event and registrar's records, assisting the Facilitator with other tasks as needed, and assisting the family in obtaining certified death certificates.
- To be successful in this role, a volunteer needs to complete an online training course with the State Vital Records to become EDR certified, to have reliable internet access, and to feel comfortable working online with digital processes.

