



JOB DESCRIPTION: Camps and Conferences

Name of Position: Student Worker for Camps and Conferences Assistant.

Department: Camps and Conferences

Campus Location: *Multiple locations across campus.*

Supervisor: Brittany Donley

Length of Contract: *May 1st to July 31st, 2017*

Pay Rate: Minimum Wage

Job Purpose: *Assist with SC Summer Programs to ensure participants have a fun and safety camp while on SC camps.*

Job Responsibilities:

- Complete residence hall/facility walk through before and after each camp/conference/event with director to assure facilities are ready for camp. At the close of camp/event complete a walk through with camp coordinator for room check and/or damage assessment. Assist with linen management.
- Obtain keys from director and distribute/retrieve all room keys and outside door keys to each camp coordinator at the walk-thru before/after camps
- Support event director with general tasks such as schedule coordination, data input and event support
- Develop summer program content for social media, press release and website use
- Participate in evening and weekend camp/conference activities on behalf of SC Summer Programs
- Perform check-in and check-out procedures for camp and conference attendees
- Assist with set-up of audio equipment when necessary
- Place camp/conference signage in designated locations prior to event start
- Educate guests regarding residence hall/facility rules and safety practices
- Represent Southwestern College and SC Summer Programs with courteous and professional behavior
- Maintain confidentiality of all camp/conference/event information
- Select an area of event management/professional development to work on during the summer
- Help director with other details or tasks as needed

Qualifications:

- Experience preferred camp organization or event management.
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week including evenings and weekends
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:

- Identify and support the mission of SC Summer Programs
- Demonstrate the ability to work with diverse groups of people



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- Improve problem-solving skills through participation in event management tasks
- Continue to develop communication skills

Evaluation: *Students will be evaluated at the end of the contract on customer services skills, organization, and knowledge of SC Summer Programs.*