

POSITION: VET CAMP AND ADVANCED VET CAMP COORDINATOR

TYPE OF POSITION: FAIR TIME

HOURS OF WORK: HOURS AND DAYS OF THE CAMPS (AUGUST 10-15, 2017)

EFFECTIVE DATE: AUGUST 10, 2017

NAME OF IMMEDIATE SUPERVISOR: EMILY WYNN

#### WORK DUTIES

##### Pre Fair

- Assist with development of curriculum
- Help with scheduling of dates and times for each camp
- Find and coordinate the group leaders for each camp

##### During Fair

- Set up and tear down of each camp station
- Oversee the check in of volunteers and camp participants
- Hand out participant t-shirts and take home packets
- Coordinate the group leaders during each camp to move kids from station to station
- Make sure each child is pick up at the end of camp
- Make sure each station is picked up and ready for the next camp

##### Post Fair

- Submit recommendations and suggestions to Emily

\* Responsibilities will be added and modified as needed.

#### ESSENTIAL FUNCTIONS

Ability to effectively communicate, both orally and in writing.

Ability to multi-task.

Ability to apply personal work attitudes such as honesty, responsibility and trustworthiness required to be a productive employee.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous and cooperative manner even in stressful situations. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.