



JOB DESCRIPTION (CONTRACTUAL)

JOB TITLE: Adopteen Camp-Conference Assistant

SUPERVISED BY: Adopteen Camp-Conference Coordinator

JOB GOAL: Assist the Adopteen team with planning and execution of the July 8 – 13, 2019 Camp-Conference in Colorado Springs, CO.

QUALIFICATIONS:

1. Must be 18+ and a high school graduate
2. Having attended at least one Adopteen Summer Camp-Conference is preferred
3. Excellent written and verbal communication skills. Skilled in professional communication in an office setting, and ability to communicate effectively with parents, teens, and children.
4. Proficient computer use: Familiar with Microsoft suite, Google Web Apps, and experience with databases preferred
5. Strong organizational skills and ability to multitask
6. Detail oriented in logistics and planning
7. Strong leadership skills; comfortable and capable overseeing a team and providing confident direction
8. Willingness to support and listen to the needs of others and work collaboratively in a team

RESPONSIBILITIES:

Pre-Camp-Conference:

1. Assist the Camp-Conference Coordinator with selection and supervision of Organizing Committee members
2. Schedule regular Committee meetings
3. Create meeting agendas and take meeting minutes
4. Assist the Camp-Conference Coordinator with creation of Camp-Conference materials as needed (i.e. housing, nametags, schedules, emergency contact lists, check-in lists, transportation, activity prep, etc.)
5. Assist the Camp-Conference Coordinator with supplies purchasing and Camp-Conference schedule
6. Contact with vendors as needed
7. Complete all necessary safety certifications and background check

Event Duties:

1. Oversee Organizing Committee throughout the duration of the Camp-Conference (lead debriefs and morning meetings, schedule management, nurture the moral of the Committee, liaison between the Organizing Committee and Camp-Conference Coordinator, etc.)
2. Act as a counselor for a group of 8-12 campers



3. Set up and tear down of event activities, such as check-in, check-out, workshops, etc.
4. Assist with Camp-Conference administrative duties (i.e. airport rides, shopping trips, food pick-up, etc.) as needed
5. Secure and maintain used campsite property and equipment
6. MC duties addressing the whole camp as needed

Post-Camp-Conference:

1. Organize and inventory camp supplies, paperwork, and other items as needed
2. Schedule final meeting with Organizing Committee for feedback and closure
3. Send thank you notes to volunteers
4. Provide notes for camp evaluation

TIME COMMITMENT:

All applicants must be available for the following:

- Organizing Committee applications will close on Friday, February 15th, 2019. Video interviews will be held the week of **February 18th, 2019** and a Committee announced by February 22nd, 2019
- Semi-monthly meetings with the Organizing Committee will start the following week
- Starting on June 10, 2019, the Camp-Conference Assistant must work two full days (16 hours) a week - with a permanent schedule to be arranged between Camp-Conference Assistant and Camp-Conference Coordinator.
- Camp-Conference Assistant must work two full days the week following the Camp-Conference.

This job description is not all-inclusive – Adopteen events are ever-changing and responsibilities not listed here will be needed of all staff.

Although this job is most easily executed by a Colorado resident, well-qualified out-of-state applicants with proven ability to work remotely are also encouraged to apply.

The Camp-Conference Assistant is a Contractor position with a total pay of **\$1250/conference**. Round-trip transportation and room and board for the conference will be compensated.

To apply, submit resume and cover letter to info@adopteen.org by Friday, **February 1st, 2019**. Decisions will be made by February 14th, 2019.

Thank you for your interest in supporting the health of the Adopteen community!