

# Camps Assistant-Job Description

## General Responsibilities

- Assist in hosting various camps and conferences in conjunction with the university events, camps, and conferences professional staff, Camps Director as they utilize HCU campus facilities during the summer months.
- Assist the Director of University Events & Conferences in completing daily tasks.
- Present the HCU campus to prospective students, parents, and future partners of the University.

## Qualifications

- The Camps Assistant must be a student in good standing with the University.
- The Camps Assistant must display a servant-hearted mind-set and a positive attitude.
- Demonstrate good organizational and communication skills throughout all duties of the position.
- Demonstrate strong customer service and interpersonal skills.

## Duties & Responsibilities

- Complete Camps Assistant training.
- Attend weekly meetings with Camps Assistant staff to go over any needed information.
- Greet each camp leadership team and conduct check-in for them on a planned, predetermined basis throughout their stay, offering excellent customer service.
- Assist with the check-in process and with luggage as needed.
- Complete a walkthrough of camps assigned spaces upon the leadership's arrival.
- Contact appropriate service providers for necessary cleaning or maintenance.
- Serve all campers and conference guests, attending to their needs and requests as you are able.
- Maintain an on-call role during three to four camps or conferences responding to their emergencies and/or needs.\*\*
- Update & maintain the Camps & Conferences database at the direction of the Camps Director.
- Coordinate proper check-ins and check-outs for each camp or conference group.
- Coordinate with other Camps Assistant staff to cover all the responsibilities of each camp or conference.
- Maintain the confidentiality of information. Properly use tact, diplomacy, discretion and judgment in all situations.
- Other duties as assigned by Camps Director and/or university events, camps, and conferences professional staff.

## Compensation

- Housing for the Academic Summer Session 1 and 2, including breaks.
- Two stipends [June & July] (Commensurate w/experience).

\*\* Camps Assistants are assigned to specific camps and responsible for responding to those camps by utilization of the On-Call cell phone.