

# Camps Assistant-Job Description

## General Responsibilities

- Assist in hosting various camps and conferences as they utilize the HBU campus facilities during the summer months.
- Assist the Director of University Events & Conferences to complete daily tasks.
- To present the HBU Campus to prospective students, parents, and future partners of the University.

## Qualifications

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

## Duties & Responsibilities

- Complete Camps Assistant training
- Weekly meetings with Summer Camps Assistant staff to go over any needed information
- Greet the group leadership and check-in with them on a planned, predetermined basis throughout their stay, offering excellent customer service.
- Assist with check-in process and with luggage as needed.
- Complete walkthrough of assigned space upon leadership's arrival.
- Contact appropriate service providers for needed cleaning or maintenance
- Serving all campers and conference guests, attending to needs and requests as you are able
- Having an on-call role during three to four camps or conferences responding to emergencies\*\*
- Updating & maintaining the Camps & Conferences database at the direction of the coordinator
- Coordinating proper check-ins and check-outs of each conference group
- Coordinating with the Summer Camps Assistant staff to cover the responsibilities of a camp or conference
- Maintain the confidentiality of information. Properly use tact, diplomacy, discretion and judgment in all situations.
- Other duties as assigned.

## Compensation

- Housing for Academic Summer Session 1 and 2, including breaks
- Two stipends (Commensurate w/experience) Timing: one at the end of June and one at the end of July.

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