

DNE Dance Camp 2024

Job Title: Setup/Takedown Coordinator

Compensation: Stipend: \$1000, Free Camp

Supervised by: Operations Manager

Responsibilities :

Prior to camp:

- Recruit and organize a team of approximately 50-100 highly motivated, self-directed volunteers, with appropriate skills or abilities for the Setup tasks to be accomplished
- Coordinate and track setup crew, scheduled to be at camp prior to the start of Dance Camp, for the purposes of meal counts and control of authorized staff and volunteers to be on campus
- Coordinate with Setup Cook
- Plan and organize projects and related tasks to be accomplished during Set-up
- Purchase supplies (snacks, cleaning supplies, etc) in coordination with Space Chores Supervisor and Operations Manager
- Coordinate with Operations Manager and Board Liaison for new or special projects to be accomplished at Setup
- Communication with all involved parties, including the Registrar, Board Liaison, Operations Manager, Chores Coordinator, YPP and other Committee Leaders, Volunteers, and others as necessary.

At-Camp, Setup time period:

- Coordinate the implementation of all projects and tasks for Setup
- Lead and direct volunteers to accomplish all necessary tasks and projects for Setup as necessary
- Assess the quality and satisfactory completion of these tasks

At-Camp, Takedown time period

- Coordinate the implementation of all projects and tasks for Takedown
- Ensure people sign in for their takedown chore shifts, have proper direction, and complete their tasks.
- Assess the quality and satisfactory completion of these tasks

Skills Required:

- Strong communication and organizational skills
- Leadership and motivational skills
- Ability to effectively acknowledge volunteers for their contributions
- Computer literacy, including spreadsheets and email

Hours required at camp/off camp (approx): 60-90 hours:

- Pre camp 30-60 hours
- At Camp 30-50 hours

If interested in applying, please send resume and cover letter to:

operations@dne.org