

# **Dance Camp 2024**

## **Job Title: Work Exchange Coordinator**

**Compensation:** Free Camp

**Job Description:** Serve as a liaison between Camp Area Coordinators (Kitchen/Dining Hall, Young People's Program, Waterfront, Operations) and Campers seeking work exchange with the goal of filling vacant positions in each area and offering work exchange financial assistance to those who are seeking it.

### **Tasks:**

#### **About 4-8 weeks before camp**

1. Create a Google Form that will capture relevant information for work exchange including past experience at DNE, at CTT (other festivals), skills, and dates registered for camp. Create Spreadsheet to track all work exchangers and scholarship requests. (see attached)
  - a. Spreadsheet to be used by Work Exchange Coordinator and Area Coordinators to:
    - i. create assignments for each work exchanger without overlap
    - ii. rather easily identify open roles
  - b. This "main" spreadsheet will augment the detailed scheduling documents for each Area.
2. Connect with Area Coordinators (to understand their w/e needs and liaise through the w/e spreadsheet. Determine if there are folks the Area Coordinator would love to rehire
3. Working with Operations Manager, identify other smaller areas that don't have an official Area Coordinator such as Parking, Arrival Flow and Green Guerilla
4. Connect with Registrar, establish working relationship

#### **About 4 weeks before camp**

5. Prepare blurb of O-Book that describes work exchange
6. Create an email template letter that will be sent to participants seeking work exchange to set expectations

#### **After Registration Opens**

7. Responding to inquiries regarding work exchange
8. Check in again with Area Coordinators and "recruit" past hires in work exchange

9. As needed, track down people who signed up for Work Exchange to confirm and place them in a role
10. Answer questions about scholarship and, working with Scholarship Committee, field request for matching scholarship
11. Play a liaison role with Area Coordinators to place work exchangers in roles they can fill
12. Be in regular communication with registrars, as needed

### **About 1-2 weeks before camp**

13. Once work exchange assignments have been made, update spreadsheet with “estimated hours”
14. Coordinate and respond to last minute changes in schedule while at Camp (this may involve covering shifts that are not covered if you have the skill to do so)

### **At Camp**

15. Be prepared to pivot at camp in creating new roles not previously identified and filling those roles
16. Be prepared to place folks who are late registrants who are seeking work exchange.

### **After Camp**

17. Working with data from Area Coordinators, update spreadsheet with “actual hours” worked.
18. Working with registrars, review scholarship requests, based on actual hours worked, and create allotments for scholarship
19. Working with registrar and bookkeeper to facilitate the identification of work exchangers eligible for refund and/or scholarship
20. Debrief with team

**Skills Required:** Computer Literacy including Google Sheets, communication and people management skills, mature boundaries, organization, and ability to hold the big picture along with the details.

### **Hours required at camp/off camp (approx):**

- 30 hrs pre-camp
- 10-30 hours at camp
- 5 hours post-camp

**Please send application to:** [operations@dne.org](mailto:operations@dne.org)