

Summer Manager Position Job Description

General Responsibilities

1. Provide Support to the WFR training course (managing equipment needs) and to the Commencement/Reunion reception.
2. Meet with the BOLT Director as needed to discuss Fall trip preparations and report on progress made on the summer prep master to-do list.
3. Managers divide up responsibility for leadership of the following:
 - communication with sophomore and transfer participants (i.e. medical issues, collecting fees, answering questions, pre-trip reflection questions, wait-list management, etc).
 - communication with leaders and base camp staff(i.e. medical issues, organize Leader Packets for fall trip, etc).
 - food (order and divide up food, ensure that any food allergies or special dietary concerns are considered
 - equipment management, equipment inventory, equipment repair, oversee lending of equipment and gear, etc.)

Hours: One position is for 30 hours/week. Two positions are for 15 hours/week.

- Typically, the manager hours will fluctuate but will average out to the indication above. In the final two weeks of prior to the trip, the positions tend to be a full-time effort.
- The schedule for managers is flexible in that it needs to meet some specific goals:
 - the team needs to be able to meet weekly during business hours for a logistics team meeting
 - that the items on the to-do list that may need to be covered during the day. For example, meeting with food services for a bulk order, dropping off a Metcalf order and the like.
- Managers will also work out a schedule for vacation time away with Shelley such that the management of the program is covered. It is encouraged that this time away happens in May, June or July.
- In August, managers must be available full-time in the final two weeks leading into the launch of the fall trip.

Dates: Friday, May 15, 2009 (the day before the WFR course begins) - Sunday, September 6, 2009 (gear clean-up day).

Stipend: \$1,000-\$2,000/summer depending on hours