



BOSTON COLLEGE

Division of Student Affairs

OFFICE OF RESIDENTIAL LIFE

Camps and Conferences Coordinator Position Description

Title:	Camps and Conferences Coordinator - 2 Positions
Reporting To:	Camps and Conferences Resident Director
Hours/Week:	Full-Time: 29 hours/week
Compensation:	\$14.25/hour ; Single occupancy bedroom in an air-conditioned apartment with suite/apartment mates (for majority of summer)
Date Range:	May 13, 2020 – August 19, 2020

Camp and Conference Coordinator Overview:

The Camps and Conferences Coordinator is responsible for overseeing camps and conferences that utilize Boston College residence halls and facilities. In collaboration with Events Management and other Summer Housing Coordinators, they will have direct oversight and ensure all accommodations are met for guests including, but not limited to housing placement, linens, and building access. They are also responsible for managing group housing arrival and departure including Welcome Center and remote check-ins. They will meet weekly with Event Management staff to ensure all group expectations are being met.

Camps and Conferences Coordinator Responsibilities:

- Attend coordinator and professional staff meetings Monday-Friday mornings for an overview of projects and tasks within the summer operation group
- Manage Camps and Conferences email account as well as in-person communication with camp and conference groups and their liaisons, working alongside BC Event Management staff including needs of roster, IT concerns, and accommodations
- Manage the StarRez housing placement for all camp and conferences residing on campus
- Prepare materials and scheduling for all camp and conference check-in/check-out including information/directional flyers, keys, combinations, ID cards, linen needs, etc., (keys/combos and linens will be in collaboration with the Welcome Center Coordinators and Prep Crew)
- Communicate dates, needs, and other necessary information to the Community Assistant staff who will be staying in the halls with guests in collaboration with supervisor
- Work with the Finance Coordinator on any billing issues regarding camp/conference participants
- Manage logistic needs of non Welcome Center check-in and check-out of guests
- Attend regularly scheduled 1:1 meetings with supervisor
- Other duties as assigned

Camps and Conferences Coordinator Standard Hours:

- Monday - Thursday 9:00am – 4:00pm; Friday 9:00am - 3:00pm
- Lunches are 1 hour in length and are unpaid
- Receive 8 days unpaid Vacation Time (to be submitted before June 15, 2020)
- Occasional night or weekend check-in/check-out assistance for incoming or outgoing groups

About Summer Housing and the Office of Residential Life at Boston College

Summer Housing & Operations in the Office of Residential Life at Boston College provides housing accommodations for ~12,000 guests staying within our residence halls throughout the months of May-August. Guests include camps, conferences, internship housing, and student housing. We hire ~125 student employees to assist with the efficiency of day-to-day operations through customer service, room preparation, facilities preparation, room bookings, check-in/out,

room access, and finances. By collaborating with Facilities, Trades staff, and Event Management, we are able to provide a welcoming and caring experience for those visiting campus.

The Office of Residential Life seeks to create safe, inclusive, and well-maintained living communities. We engage our community members in opportunities to develop spiritually, socially, and academically in the Jesuit, Catholic tradition of the University. We strive to do this through our values of community, inclusivity, learning, faith & spirituality and care.