



## Camps and Conferences Coordinator Position Description

<b>Title:</b>	Camps and Conferences Coordinator - 2 Positions
<b>Reporting To:</b>	Camps and Conferences Resident Director
<b>Hours/Week:</b>	Full-Time: 29 hours/week
<b>Compensation:</b>	\$13.50/hour ; Single occupancy bedroom in air-conditioned apartment (for majority of summer)
<b>Date Range:</b>	May 15, 2019 – August 18, 2019

### **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 responsible for managing groups that are arriving to and departing from campus including on-site and remote check-ins.

### **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
- 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 flyers, keys, combos, etc., (keys/combos will be in collaboration with the Welcome Center Coordinators and Prep Crew)
- Communicate dates, needs, and other necessary information to the Community Assistant staff
- Work with the Finance Coordinator on any billing issues regarding camp/conference participants
- Train Community Assistants (CA's) on Check-In process
- Construct a review of all remote check-ins
- Update and maintain all documentation and changes to the Coordinator Manual
- Attend regularly scheduled 1:1 meeting with supervisor
- Learn and utilize pertinent software which includes StarRez, ScheduleFly to ensure accurate records of guests

### **Camps and Conferences Coordinator Standard Hours:**

- Monday through Friday, from 9:00am – 4:00pm (3:00 pm on Fridays)
- Lunches are 1 hour in length and are unpaid
- Receive 7 days unpaid Vacation Time (to be submitted before June 14, 2019)
- **No overtime is allowed in this position**
- **The coordinators may be asked to assist with night and/or weekend camp/conference check-in or check-out procedures**

### **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.