

Camp Cowboy: Director Position Descriptions 2024

Mission & Goals Statement

The tradition of Camp Cowboy is to introduce and engage incoming students with their peers, and upperclassmen mentors to provide an experience full of fun, friendship, and tradition that will in-turn create a more meaningful and impactful collegiate experience at OSU.

By attending Camp Cowboy, participants will:

- Learn elements of University resources, history, traditions, and ethics that is the core of the Cowboy family.
- Foster relationships with peers in hopes of building a sense of belonging.
- Understand who they are, and the role they play in our campus community.
- Invest in their community and serve something bigger than themselves.
- Gain cultural competence by embracing personal experiences through fellowship with others & mentorship by current OSU students.

Position Description

Serving as a Camp Cowboy Director is a leadership role that starts in the spring of 2024 and concludes shortly following the start of the fall 2024 semester. Students who apply, interview, and are selected to serve as Camp Cowboy Directors will:

- Work 10 hours/week in Campus Life, attending to their specific director responsibilities.
- Participate in a director planning retreat and at least three Camp Cowboy staff training sessions.
- Meet one-on-one weekly, as well as bi-weekly as a group, with the Assistant Director of Campus Life to collaborate on the planning of the 2024 camps.

Director responsibilities and meetings will provide the opportunity to grow in leadership skills, project management abilities, and career readiness competencies.

Eligibility:

1. Be enrolled as a full-time undergraduate student during the Spring 2024 semester at OSU and anticipated enrollment during the Fall 2024 semester.
2. Maintain in good academic and conduct standing for the Fall 2023 and Spring 2024 semesters at OSU.
3. Must be available to work **all** camps.

Compensation & Benefits:

1. Approximately \$4,000 in compensation, after taxes
 - During the spring semester, Directors are expected to work 10 hours per week at wage of \$8.50/hour.
 - During the summer Directors will be paid \$8.50/hour for 50 hours per week during camp weeks.
2. \$300 meal plan and housing provided through OSU Residential Life for Summer 2024.
3. Various Camp Cowboy attire.
4. Exclusive access to the Outdoor Adventure low elements challenge course
5. Development of leadership, project management and career readiness skills.

Positions Available

Director of Operations

- Meet with Director of Student Involvement to determine all space/AV needs for staff training(s).
- Meet with Director of Programming:
 - Reserve programming space for summer camp schedule
 - Create logistics summer camp schedule for Directors
- Coordinate with Assistant director of Campus Life to coordinate all reservations including:
 - Transportation (OSU transportation services, etc.)
 - Housing & Residence Life (Directors/Intern/Camper/Staff housing)
 - Dining/Celebrations Catering
 - Insomnia Donations
 - Colvin Center and /or Western Fields
 - Student Union Meeting Conference Services
 - Pete's Pet Posse
- Collect, organize, and be the point of contact for campers/staff special accommodations and extenuating circumstances (i.e., travel, additional housing, medical conditions, dietary/allergy restrictions, etc.)
- Coordinate with Wranglers for the set up of supplies during all Camp sessions
- Oversee securing and staging of camp supplies including:
 - Water jugs
 - Tents
 - Game materials
 - First aid kits
 - Gator & SUV keys
 - Dietary restriction/medical history sheets
- Manage, organize and replenish supply inventory and Camp Cowboy storage areas (SU basement storage)

Director of Programming

- Coordinate with the outside entities that program/present during Camp, including:
 - Student organizations
 - Academic colleges
 - Volunteer agencies in Stillwater Community (Our Daily Bread, Karman Legacy, Big Brothers Big Sisters, Humane Society, etc.)
 - Student Volunteer Center
 - Pete's Pantry
 - 1is2Many
 - Spirit Squad/Color Guard/Pistol Pete
- In collaboration with the Assistant Director of Campus Life, develop/update the following programming elements:
 - Internal and external Camp Cowboy camp schedule
 - Camp curriculum, including activities, skits, and small group debriefing plans
 - Counselor and Wrangler Binders (with assistance from Director of Student Involvement)

- Fanny Pack supply list
- Facilitate transitions between activities and guests during Camp sessions
- Oversee the execution of large programming pieces, including but not limited to:
 - OSWhoRU?
 - Cowboy Cup/Structured Rec Time
 - Project Pete
 - Campfire
 - Spirit Night
 - Cowboy Culture Showcase
 - Namesake Speakers
 - Boundaries presentation
 - Other outside speakers to benefit the advancement of the program and getting students acclimated to campus
- Create and execute a communication plan to be delivered to all staff during Camp sessions (with assistance from Director of Communications and Marketing)
- Write and provide Thank You notes to all outside speakers/partners
- In collaboration with Assistant Director of Campus Life, develop and administer Camper surveys

Director of Communications and Marketing

- Oversee all multimedia and social media accounts, including:
 - Canva
 - Instagram
 - Facebook
 - TikTok
 - PhotoCircle
 - Spotify
 - YouTube
- Promote staff applications, camp registration, fee waivers
- Develop and execute communications strategies for FAQs about camp
- Develop, promote, solicit and secure sponsorships for Camp in collaboration with the Assistant Director of Campus Life and the OSU Foundation.
- Coordinate Director & staff headshots for website
- Create:
 - Registration promo video
 - Staff promo video
 - Camp theme video
 - Regular social updates
 - Camp Recap videos to be presented following each camp
 - Camp slideshows
 - Playlists
 - Facebook albums of each camp
 - Additional promo/staff materials (ex: buttons, brochures, postcards, signage, etc.)
- Work with Assistant Director of Campus Life to get training to make any website updates/changes.
- Act as main liaison with Student Union Marketing for camp shirt designs

- Shirt Collaborations include:
 - Quest Camp with Discover Wellness/Outdoor Adventure
 - Camper shirts by Student Union Bookstore
 - Remaining staff shirts through Dearingers
 - Other Director and staff merchandise
- Responsible for filming, organizing, taking photos, and documenting the Camp experience by focusing on the student experience.

Director of Staff and Student Engagement

Registration/Camper Responsibilities

- Serve as the primary lead in managing the Camp Cowboy email and office phone (with assistance from Director of Communications and Marketing and the Assistant Director of Campus Life).
- Work with the Assistant Director of Campus Life and Undergraduate Admissions to develop/maintain/manage Slate interactions and data, including:
 - Registration forms and lists
 - Three-month out emails
 - One- month out emails
 - One-week out emails
 - Lists for marketing materials (postcards, brochures, etc.)
- Ensure cancellations and changes are up-to-date and communicated with other Directors.
- Coordinate and lead Camp the check-in process.
- Work with the Director of Operations and Assistant Director of Campus Life regarding special dietary requests/food preferences, flight logistics and staff special accommodations.

Staff Responsibilities

- Manage Staff Recruitment Process
 - Staff descriptions (Wrangler and Counselor)
 - Assist Director of Outdoor Experience with Quest Counselor job description
 - Staff selection criteria, application information, Slate application, and timeline
 - Interview times, questions and Directors' availability
 - Staff info sessions
 - Staff contracts
- Hired Staff Responsibilities
 - Create summer staffing schedule
 - Assign extra placements & responsibilities given to staff including (OSWhoRU, Check-In, Day Watch, Cowboy Cup, etc.)
 - In collaboration with the assistant Director of Campus Life, plan three all-staff trainings for Spring 2024 to include:
 - Ice-breakers
 - Introductions
 - First-Aid/ emergency procedures
 - Group activities
 - Walk through of camp schedule/logistics

- Facilitation training (collaborate with Student Support and Conduct)
 - OSWhoRU facilitator training
 - Separate Counselor and Wrangler material training
- Plan at least one All-Staff bonding activity for Spring 2024 to be added as a supplemental activity with one of the three training times)
- Communicate weekly-monthly with staff to gather summer schedules
- Create and manage MS Teams group chats:
 - One for student staff (social)
 - One for all Camp Cowboy staff, including interns and Assistant Director of Campus Life (info)
 - One for each Camp session
- Oversee and work with Head Wrangler(s) to ensure requirements and expectations are met.
 - Create expectations for wrangler-based activities (Ex: the spirit stick, skits, etc.)
- Handle internal staff issues/concerns, including Counselors, Wranglers, etc.
- In collaboration with Assistant Director of Campus Life, develop, administer and evaluate staff survey

Director of Outdoor Experience

- Coordinate a 3-day Camp Cowboy: Quest program with Outdoor Adventure (OA)
- Supervise a Quest Team made up of four Quest counselors
 - Facilitate Team Meetings as needed in preparation for departure
 - Delegate camp tasks
 - Manage office hours
 - Regularly check in with counselors to gauge mental health, job competency and scheduling
- Assist Outdoor Adventure faculty/staff in organizing and facilitating a Quest training trip in partnership with Quest counselors
- Partnering with Outdoor Adventure faculty/staff to determine/organize:
 - Programming
 - Counselor packet
 - Quest schedule
 - Packing list information
 - Marketing and Sponsorships
 - Camping needs – Academy
 - Website functionality
 - Logistics/Operations, including dates, locations, program type, check-in location/processes, emergency plans, maps
 - Communication with registrants and families
 - Recruitment of Quest Counselors through Camp Cowboy staff application process; prepare Quest Counselor job descriptions, expectations, time sheets, etc.
- In collaboration with Assistant Director of Campus Life, develop, administer and evaluate Camp Quest participant survey and Camp Quest staff survey.

Responsibilities for ALL Directors:

- Check and respond to Camp Cowboy email and phone voicemails regularly
- Take shifts for “Night Watch” (each director has their own weekend/day)
 - Handle all night watch incidents and breaches of student conduct that require higher up interference with assistance from the Assistant Director of Campus Life [i.e., drinking, drugs, hospital visits (night watch only), etc.]
- Assist in general with staff selection, including group Interviews, interview sign-ups/scheduling, applicant communication, pre-interview application review, applicant ranking, etc.
- Assist in capturing moments during Camp through pictures and videos
- Assist with recruitment/tabling events during Admitted Students Day, Orientation and Enrollment, etc.
- Organize and distribute camp supplies to needed locations
- Collaborate on program curriculum led by Director of Programming
- Assist with Camper accommodations and communicating camper changes to entire team
- Communicate with outside vendors/partners if the Director assigned to work with them is preoccupied
- Prepare to speak during all large group programs throughout camp including, opening session, large group games, spirit night, namesake, etc.
- Understand and communicate the schedule with all camp participants and staff