

## DIRECTOR STAFF RESPONSIBILITIES

### Director of Outdoor Experience

- Coordinate a 3-day Camp Cowboy: Quest program with Outdoor Adventure (OA)
- Supervise a Quest Team made up of two Quest Counselors and work in collaboration with OA student staff
  - Facilitate Weekly Team Meetings
  - Delegate camp tasks
  - Manage Office Hours
  - Hold 1:1s with Quest Counselors
- Organize and Facilitate a Quest training trip in partnership with OA staff and Quest Team
- Partnering with OA, Stillwater Team, and Quest Team to determine:
  - Programming
    - OA programming
    - Camp Cowboy programming
      - Counselor Packet
    - Quest Schedule
    - Packing List information
  - Marketing and Sponsorships
    - Water bottles
    - Drifit Shirts – Department of Wellness
    - Coffee/Breakfast – local vendors
    - Camping Needs – Academy
    - Website Functionality
    - Quest Trip Theme
  - Logistics/Operations
    - Dates
    - Locations
    - Program Type
    - Check In
    - Emergency Plan
    - Maps
  - Registration
    - Marketing and tabling events
    - Slate software
    - Communication with registrants and families
  - Student Involvement
    - Recruiting Quest Counselors through Staff Application process in collaboration with *Director of Student Involvement*
      - Prepare Quest Counselor job descriptions, expectations, time sheets, etc.
- Create and Administer Quest Camp Survey

## **Director of Operations**

- Meet with Director of Student Involvement to determine all space/AV needs for:
  - Interest Meeting
  - Group Interviews
  - Individual Interviews
  - Staff Training(s)
- Meet with Director of Programming:
  - Reserve space for summer camp schedule
  - Create Logistics/Directors summer camp schedule
- Coordinate all reservations including OSU Transit, Dining & Catering, Motorpool, and rooms/spaces/camp site.
- Handle flights plans with students. Request help as needed from Coordinator, interns, and other Directors if flights occur out of multiple places.
- During the Camp Cowboy sessions, work with Interns to set up prior to each activity.
- Responsible for camp supplies including:
  - Water Jugs
  - Tents
  - Games
  - First Aid Kits
  - Gator & Sedan keys
- Manage supply inventory and basement storage
- Responsible for tracking food allergies and special accommodations

## **Director of Marketing**

- Oversight of all social media accounts along with creating a social media registration campaign.
- Coordinate Directors headshots for website
- Create:
  - Weekly/Monthly Social Media updates
  - Camp Recap videos to be presented following each camp
  - Facebook Albums of each camp
  - Registration promo video
  - Staff promo video
  - Camp theme video
- Work with the Coordinator and Student Union IT for website updates.
- Act as main liaison with Student Union Marketing for shirt designs
  - Shirt approval needs to happen by the following areas:
    - Camp shirts by Student Union Bookstore
    - Quest Camp shirts by Discover Wellness
    - Director tank tops
    - Staff Merch

- Responsible for filming, taking photos, and documenting the Camp experience by focusing on the student experience.
- Work with the Coordinator and Director of Operations to increase sponsorships from outside entities:
  - Water bottles
  - Staff/Camp Shirts
  - Lanyards
  - Additional Supplies

### **Director of Programming**

- Evaluate Camper Survey
- Manage Canvas page members and curriculum shared
- Coordinate with the outside entities that program/present during Camp:
  - Office of Multicultural Affairs
  - Sustainability
  - OSU Foundation
  - Student Alumni Board/HOCO
  - Simmons Bank
  - Cowboy Culture Tabling Orgs
  - Fraternity & Sorority Affairs
  - Student Government Association
  - Student Volunteer Center
  - Spirit Squads/Bands
  - Etc.
- Create with assistance from the Coordinator:
  - Internal and External Summer Camp Schedule
  - Small Group Curriculum
  - Director scripts
  - Large Group Activities
  - Counselor and Wrangler Binders (with assistance from Director of Student Involvement)
  - Fanny Pack supply list
  - Slideshows used during large programming elements
  - After camp resources for campers
- Execute large programming pieces, including but not limited to:
  - OSWhoRU?
  - Cowboy Cup/Structured Rec Time
  - Project Pete
  - Campfire
  - Spirit Night
  - Cowboy Culture
  - Namesake Speakers
  - Leading workshops with outside entities.

- Write and provide Thank You notes to all outside speakers/partners

## **Director of Student Involvement**

### Registration Responsibilities

- Acts as the main person over the Camp Cowboy email and office phone alongside the Coordinator.
- Work with Admissions on SLATE
  - Pulling Registration lists
  - Manage Registration form
  - One-Month Out Emails
  - One-Week Out Emails
  - Pull Lists for Marketing Materials (postcards, brochures, etc.)
- Coordinates and leads check-in process.
- Work with the Director of Operations and Coordinator regarding special dietary requests/food preferences.
- Coordinate flight logistics and staff special accommodations with Director of Operations.

### Staff Responsibilities

- Evaluate Staff Survey
- Manage Staff Recruitment Process
  - Staff Application Information/Timeline
  - Staff Selection Criteria
  - Interview Times
  - Interview Questions
  - Directors Availability for Interviews
  - Staff Info Sessions
  - Staff Descriptions (Wrangler and Counselor)
    - Assist Director of Quest with Quest Counselor job description
  - Staff Contracts
- Hired Staff Responsibilities
  - Creating Summer Staffing Schedule
  - Plan two All-Staff trainings for Spring 2023 to include:
    - First-Aid/ Emergency procedures
    - Ice-Breakers
    - Introductions
    - Group Activities
    - Walk through of Camp Schedule/Logistics
    - Facilitation Training (collaborate with Student Support and Conduct)
    - OSWhoRU Diversity training
    - Separate Counselor and Wrangler material training
  - Plan at least one All-Staff bonding activity for Spring 2023
  - Communicate weekly-monthly with Staff to gather summer schedules

- Create and manage GroupMe threads:
  - One for student staff (social)
  - One for all Camp Cowboy Staff, including interns and Coordinator
  - One for each Camp session
- Oversee and work with Head Wrangler(s) to ensure requirements and expectations are met.
- Handle internal staff issues/concerns, including Co's, Wranglers, etc.

### **Compensation & Benefits:**

Directors will be compensated starting in the Spring Semester at \$8.50 an hour with an expectation that they work 10 hours a week during Spring. During the Summer Directors will be paid \$8.50 at 50 hours a week during camp weeks. With taxes deducted from this, Directors can anticipate making roughly \$4,000 in their time as Camp Cowboy Directors.

Directors will also receive a \$300 meal plan for the summer as well as summer housing provided through Residential Life. Parking permits may be purchased throughout the summer, but are not guaranteed.