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:
  o Water bottles
  o Staff/Camp Shirts
  o Lanyards
  o 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:
  o Office of Multicultural Affairs
  o Sustainability
  o OSU Foundation
  o Student Alumni Board/HOCO
  o Simmons Bank
  o Cowboy Culture Tabling Orgs
  o Fraternity & Sorority Affairs
  o Student Government Association
  o Student Volunteer Center
  o Spirit Squads/Bands
  o Etc.
▪ Create with assistance from the Coordinator:
  o Internal and External Summer Camp Schedule
  o Small Group Curriculum
  o Director scripts
  o Large Group Activities
  o Counselor and Wrangler Binders (with assistance from Director of Student Involvement)
  o Fanny Pack supply list
  o Slideshows used during large programming elements
  o After camp resources for campers
▪ Execute large programming pieces, including but not limited to:
  o OSWhoRU?
  o Cowboy Cup/Structured Rec Time
  o Project Pete
  o Campfire
  o Spirit Night
  o Cowboy Culture
  o Namesake Speakers
  o 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.