

## Campus Rec Spirit Coordinator

Campus Recreation is a fun, fast-paced, and dynamic work environment that offers multiple employment opportunities for students with a variety of interests and experiences. Student Coordinators are the highest level student leadership positions in Campus Recreation who are integral in the development, administration, and operation of multiple areas within the recreation program. The coordinator position provides students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience for the **2019-2020 academic year**.

### Qualifications

- Currently enrolled as a student in good standing and authorized for employment at Hamline University.
- Must have prior experience in co-curricular programming and/or event management.
- Excellent interpersonal, verbal and written communication skills.
- Highly organized with strong attention to details and the ability to multitask.
- Capable of managing student employees within special events in a supervisory role.
- Ability to effectively resolve conflict situations and use sound judgment when making decisions.
- Flexible schedule to work within the needs of the program, particularly in the evening and some weekends. Work schedule will approximately 10 hours per week.
- Must be available for all required meetings, training sessions and events.
- CPR/First Aid/AED certification is required within the first semester of appointment.
- *Preference will be given to students that do not hold other leadership positions at Hamline, a knowledge of recreation and sports, and/or career interest in sport management, marketing, or event planning.*

### Job Responsibilities

- The Spirit Coordinator is to take a lead role in developing activities and managing the Piper Mascot and other spirit programs.
- Coordinate designated and requested appearances of the Piper mascot including communication with university groups and offices, scheduling performers, and managing logistics.
- Assist in the hiring, training, supervision, scheduling, and evaluation of Piper team.
- Work closely with Hamline Dance and Cheer Teams to coordinate spirit programming at athletic and University events.
- Develop and maintain close working relationship with professional and student members of the Athletics department to ensure collaborative efforts.
- Work collaboratively with Campus Rec Lead Team to assist in coordinating recreation related activities that are included in major campus wide programs throughout the year (Welcome Days, Homecoming, etc.).
- Maintain regular weekly office hours (minimum 5 hours per week).
- Attend required meetings and trainings.
- Represent Campus Recreation at information sessions for prospective or new students (ex. Piper Preview)

### Compensation

- Minimum \$11.00/per hour
- Paid trainings throughout the year