

# STAFF JOB DESCRIPTIONS

## University of Tennessee | July 12-17, 2015



All Staff applicants are asked to rate their qualifications in each of the categories listed below and to indicate the specific jobs that best fit their gifts. This portion of the Staff Application will be completed online. Once you have turned in your Adult Application Form the University of Tennessee will send you information on how to complete the application process.

### **Administrative (i.e. office, computer, errands, accounting)**

- Arrival Registration Assistant, skill in MS Excel, MS Word
- Offering Counting - Assists with counting of the offering, bank experience a plus
- Registration Table Assistant - Assist with registration of students and volunteers, skill in MS Excel, MS Word
- Staff Administration - Provides admin. assistance for Staff Coordinator, skill in MS Excel, MS Word

### **Recreation (i.e. equipment distribution, facilitators, assistants)**

- Excursion Registration Assistant - Staff excursion registration booth
- Excursion Transportation Assistant - Help students find proper bus, work with drivers to depart on schedule, assist bus captains
- Recreation Assistant - Assist with lessons and clinics
- Skateboard Alley Assistants - Assist with skate park. Monitor the skate park and ensure the rules of the park are being followed.

### **Hospitality (i.e. special needs, retail sales, usher, information desk, cleanup)**

- Affirmation Team - Provides support and encouragement to Staff working on campus
- Bookstore Clerks - CHIC Bookstore stock clerks
- Greeter - Greet students and adults entering and leaving the arena, and check credentials of students and adults entering the arena
- Information Centers Staff - booths around campus that provide event information
- Sign Holders - Guide students to main stage or small groups
- Sign Language Interpreter - Provide sign language interpretation for students who are hearing impaired. (Professional experience required)
- Extra Support & Special Needs Companions - Assist students with special needs
- Support & Special Needs Shuttle - Drive van to shuttle students with special needs to campus activities
- Ushers - Assist with collecting the World Relief offering

### **Staff Support (i.e. setup, transportation, video, sound)**

- Dorm Assistants - Assist Dorm Supervisors to ensure the dorms and students are secure
- Environmental Engineering - Patrol the campus to assist in keeping the campus clean
- Security Team - Ensure the students' safety and adherence to CHIC policies
- Setup Specialists - Assist with setup of event rooms, movement of equipment, audio visual setup, etc.
- Shuttle Drivers (off campus) - Drive 15 passenger vans, shuttle adults from campus to housing
- Shuttle Drivers (on campus) - Drive 15 passenger vans, shuttle injured students or adults to and from events
- Video Camera Assistant - Assist main stage camera person (experience required)
- First Aid Team - Provide non-emergency first aid to participants (professional medical experience required)
- Welcome Party Set Up - Assist with all aspects of the Welcome Party set up (must be able to arrive one day early to CHIC)
- Welcome Party Assistant - Assist at the Welcome Party activities and clean up as needed

If you have any questions, please contact the CHIC Office at 1-800-910-CHIC (2442).