



REACH WORKCAMPS SUMMER STAFF POSITIONS

HOSPITALITY MANAGER

- The Hospitality Manager is responsible for cleaning and preparing classrooms.
- The Hospitality Manager will setup and maintain privacy walls and curtains in showers.
- The Hospitality Manager is responsible for displaying and selling Reach Wear products.
- The Hospitality Manager is responsible for setting up recreation equipment.
- The Hospitality Manager will train Hospitality volunteers.

TOOLS MANAGER

- The Tools Manager is responsible for coordinating the tracking and delivery of tools and ladders.
- The Tools Manager is responsible for the set-up and maintenance of the Tools/Materials Room.
- The Tools Manager will train Tools/Materials Room volunteers.
- The Tools Manager along with the Materials Manager is responsible for material delivery during the workcamp.

OFFICE MANAGER

- The Office Manager is responsible for office supplies, forms, participant registration and records.
- The Office Manager is responsible for daily operations, customer service, training of office volunteers and non-worksite computer input and printouts.
- The Office Manager is responsible for the general layout of the school, which includes assigning and preparing classrooms, and posting signs.
- The Office Manager will train Office volunteers.

SOUND MANAGER

- The Sound Manager is responsible for the set-up, operation and maintenance of all sound equipment, which includes cueing sound clips and controlling mic sound levels during morning and evening programs.
- The Sound Manager is responsible for the maintenance and operation of all the lights used during program.
- The Sound Manager is responsible for playing pre-recorded Morning Wake-up music.
- The Sound Manager will coordinate music every morning & night for the workcamps.
- The Sound Manager will assist with program preparation and training of Program volunteers.
- The Sound Manager will assist the Program Manager in the set-up of the program set.
- The Sound Manager will assist preparing tools and materials in the Tool Room each afternoon.

PROGRAM MANAGER

- The Program Manager is responsible for the set-up of the program set and arranging props and handouts for morning and evening programs.
- The Program Manager will assist the Sound Manager with sound preparation, training of Program volunteers, and talent show try-outs on Tuesday evening.
- The Program Manager is responsible for displaying all camp pictures and uploading them to the website.
- The Program Manager is responsible for the evening program slide show presentations.

MATERIALS MANAGER

- The Materials Manager is responsible for inspecting worksites, assessing the pre-workcamp materials, purchasing and staging worksite materials, coordinating materials delivery, worksite computer input, maintaining worksite folders and preparing workcrew folders and Troubleshooter notebooks.
- The Materials Manager will manage worksite and Troubleshooter finances.

LOGISTICS MANAGER

- The Logistics Manager will oversee "Reach Money" and manage the receipts generated by the workcamp expenses and log workcamp expenses into QuickBooks.
- The Logistics Manager will assist the Office Manager with the orientation component of registration.
- The Logistics Manager is responsible for the purchasing, storage and handing out of break-pop and ice.
- The Logistics Manager is responsible for the washing/drying/folding of staff and volunteer shirts.
- The Logistics Manager will organize set-up and workcamp week volunteers.
- The Logistics Manager will help in generating the list of needs from Walmart, and making those purchases.