

Cornell University
Student Staff Position Description

Job Title: Sports Camp Manager	Updated: January 25, 2007
Classification: Student Service/Community Assistant III (C007)	Job Level: Grade III
Hours: 40 hours per week with occasional paid overtime; must be flexible to work days, nights, and weekends	Wage: \$8.10 - \$11.85 per hour, on-campus housing, \$250 summer bucks
Dates: May 22–August 12 (13 weeks)	FWS: Available
Department: Conference Services (RCCES)	Supervisor: Conference Planner
Location: Robert Purcell Community Center	

Position Summary

Conference Services hosts over 3,000 young athletes in over 50 sports camps during the summer. Student position is responsible for assigning housing and preparing accurate billing. Supervise Sports Camp Assistant. Serve in the capacity of a Conference Assistant through mid-June when Sports Camps begin.

Required Qualifications

Current full-time Cornell student and registered for full-time study in fall 2007

- Able to work independently and on a team in a fast-paced, demanding, dynamic environment
- Excellent customer service, interpersonal, and multicultural skills
- Demonstrated organizational skills and keen attention to detail
- Knowledge of campus and community services
- Ability to work in a fast-paced, demanding, dynamic environment
- Knowledge of PC computers and related software

Preferred Qualifications

- Related working with children
- Sense of humor
- CPR and First Aid certification

Responsibilities

Housing Management 50%

- Serve as the liaison between Conference Services, Campus Life Facilities, and the Cornell Sports School.
- Ensure that all Sports School participants are in the database and assigned housing before arrival.
- Prepare keys and access cards before arrival and supervise check-ins.
- Delegate checkouts to conference assistant assigned by Conference Manager.
- Provide detailed procedures for front desk staff for handling Sports Camp issues.
- Track and verify damages to housing and other facilities
- Update database with changes during and after each camp.
- Prepare accurate billing within one week of the end of each camp.

Conference Assistant 30%

- Before Sports Camp arrives mid-June, serve as a conference assistant (*see Conference Assistant responsibilities*).

On-call 10%

- Required to respond to on-call for overnight conference guests and late check-ins

Personal Development 5%

- Attend staff orientation and training.
- Attend weekly staff meetings.

Other 5%

- Perform other duties as assigned.

Job Factors

Supervision Received:	General supervision by Conference Planner.
Supervision Given:	Supervises other students who perform duties related to Sports Camp. Occasional guidance to coworkers.
Decision-Making:	Occasionally adapts established procedures to resolve unusual cases, recommends policy and procedural changes within the department.
Accountability:	Significant accountability through a scope of impact beyond the University.

Contacts: Receive and provide information within the university. Frequently conduct complex business with students and people outside the University.

Working Conditions: Typically lifts 20–50 lbs. Normal visual concentration. Limited exposure to hazards.

Skills for Success — essential skills for individual and organizational success

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances and other changes as needed
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others

Service-Minded

- Is approachable and accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy internal and external customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Engages in problem-solving; demonstrates innovation and creativity
- Suggests ways to improve and be more efficient
- Strives to achieve individual, unit, and university goals