

Olympic College Activities Board (OCAB) – Student Coordinator Position Descriptions

Application deadline – Thursday, May 16th, 2019

All Member Responsibilities

- Establish and maintain a minimum of 6 office hours per week and not to exceed 15 hours worked
- Must maintain a 2.5 Cumulative GPA
- Must enroll in a minimum of 8 credits per quarter
- Position duration is Autumn through Spring Quarters with some Summer training
- Attend weekly OCAB meetings
- Meet weekly with the Director of Student Leadership and Success
- Select, schedule, and implement OCAB sponsored programs with the intent to provide a variety of activities during the academic year
- Attend all Office of Student Programs and Activities sponsored trainings, retreats and conferences
- Attend and support all OCAB programs and events
- When possible, collaborate with Recreation, Student Government of Olympic College, Multicultural Services, Office of Equity and Inclusion, OC Foundation, and others
- Master knowledge of program planning well enough to plan and execute events
- Actively market and promote all OCAB events to students across campus
- Promote a productive and effective working relationship and environment by supporting programs with attendance, offering feedback, and volunteering to help with other programs
- Maintain a clean and orderly work area
- Collect student feedback to determine interest and needs of programs on campus
- Recruit Board members for next academic year
- Assist in the planning, coordination, and staffing of Welcome Week activities
- Assist in supporting SOAR Orientation sessions when needed
- Assist the Director of Student Leadership and Success and the Program Assistant in the preparation of the annual OCAB budget
- Follow program planning procedures and timeline as outlined
- Perform other duties of a similar nature or level in order to coordinate events and activities

OCAB Positions

Poulsbo Coordinator

- Coordinate and plan entertainment programs that may include, but are not limited to: coffee house performances, comedians, Open Mic Nights, karaoke nights, movie nights, magicians, hypnotists, game shows, video gaming events, board/table games events, novelty entertainers
- Coordinate annual events like History of Rock and spring fling
- Coordinate quarterly family friendly programs and events
- Assess student interest and needs for the Poulsbo Campus for student engagement activities
- Develop and promote a calendar of events to students
- Work closely with other OCAB Coordinators to develop mirror programs for the Poulsbo Campus.

Shelton Coordinator

- Coordinate and plan entertainment programs that may include, but are not limited to: coffee house performances, comedians, Open Mic Nights, karaoke nights, movie nights, magicians, hypnotists, game shows, video gaming events, board/table games events, novelty entertainers

- Coordinate annual events like Viking Fest Parade and spring fling
- Coordinate quarterly family friendly programs and events
- Assess student interest and needs for the Shelton Campus for student engagement activities
- Develop and promote a calendar of events to students
- Work closely with other OCAB Coordinators to develop mirror programs for the Shelton Campus.

Arts & Entertainment Coordinator

- Coordinate and plan entertainment programs that may include, but are not limited to: coffee house performances, comedians, Open Mic Nights, karaoke nights, movie nights, magicians, hypnotists, game shows, video gaming events, board/table games events, novelty entertainers
- Coordinate Halloween event in the fall
- Coordinate quarterly family friendly programs and events
- Coordinate and plan events and activities that range from, but are not limited to: live performances, musical theater, art exhibits, arts & crafts events, drumming groups, discussion panels/forums, slam poetry/spoken word, independent/art house films, world food, current global and regional issues, including skills workshops, and cooking classes

Wellness Coordinator

- Coordinate and plan on campus events and activities that range from, but are not limited to: dance workshops and performances, gaming events and activities, quarterly de-stress events, self-defense, bystander intervention, environmental/sustainability topics, and a variety of other indoor and outdoor recreation and wellness type activities that promote health and wellness
- Coordinate and plan group wellness outings to events such as: hiking, whale watching, and corn maze
- Coordinate and plan activities that inform the campus about health topics, such as nutrition, mental health, sexual health, and drug/alcohol usage. These activities could include, such awareness weeks as Alcohol Awareness Week, The Great American Smoke Out, Sexual Health, National Condom Day, flu season, hydration education, stress management, meditation, World Aids Day, Eating Disorders Awareness Week, addictions recovery resources and more
- Collaborate with Assistant Director of Recreation to develop co-sponsored events

Social Issues & Diversity Coordinator

- Coordinate and plan events and activities that enhance the overall education and awareness of diversity and social justice topics on campus and within the community
- Coordinate and plan events and activities to cover current events and social justice issues/concerns, including, but not limited to: Black Lives Matter movement, immigration rights, feminist movement, allies and advocacy trainings/workshops
- Coordinate and plan events and activities to include: live performances, guest speakers, current events, and global issues on various topics; movies, documentaries, slam poets, guest speakers, workshops
- Coordinate events and activities to promote the inform the campus about Domestic Violence Awareness, Sexual Assault Awareness, food insecurity, homelessness, disability visibility programs
- Coordinate and plan events and activities that include, but are not limited to, Latinx History, LGBTQIA History, National Coming Out Day, Transgender Day of Remembrance, Human Rights Days, MLK Day of Service, Black/African-American History, Women's History, Asian-American History;
- Collaborate with Multicultural Services to support programming and co-sponsored events

Special Events & Traditions Coordinator

- Coordinate and collaborate with campus partners to plan and support pre-existing large-scale events and activities that may include, but are not limited to Quarterly Welcome Back Booths, Student Appreciation Day, Student Awards Ceremony, and traditions/school spirit programs that enhance Olympic College campus pride
- Coordinate OC “Did you know” series promoting helpful and just-in-time information through passive programming
- Organize celebration of Ranger Mascot’s Birthday
- Coordinate and plan Quarterly Welcome Week programs and events
- Coordinate and plan finals week programs and events

Salary

- Minimum Wage