

Updated Job Description for ***Presenter and Extravaganza Coordinator*** (receives camp credit):

Before Camp – 6-8 weeks in advance

1. Get names and contact info for Presenters from registrar.
 - a. Write to presenters explaining what will happen at camp, in particular the role of Liaisons from each workshop and the Extravaganza.
2. Get list of workshop participants from registrar.
 - a. Determine who might be a good liaison from each workshop and recruit. Aim to have all liaisons in place 1-2 weeks before camp.
3. With input from Deans, if requested, determine a meaningful yet affordable gift and card for each Presenter and purchase. Bring to camp.

During camp:

1. In consultation with Deans and Registrar, chair a first day meeting with presenters after the initial staff meeting. If desired, offer a tour for new presenters.
2. Introduce the workshops and the presenters at the first-night Orientation Event.
3. Meet with each liaison to assure they understand their role.
4. Give cards for each presenter to the Liaisons for collecting signatures.
5. Attend staff meetings if requested by Deans.
6. Organize a meeting for Presenters about clean-up schedule, tax information, and Extravaganza expectations in coordination with the Registrar.
7. Help plan the Extravaganza in consultation with the Deans and presenters.
 - a. Work with Seabeck to provide snacks (or purchase off-site)
 - b. Organize set-up and clean-up.
8. At extravaganza, give gifts and cards to Presenters.

After camp:

1. Write thank you email to all liaisons
2. Write evaluation and send to Deans
3. Report to CAE Committee about how things went, including recommendations for next year.