



MEET PHILLY TOUR SUPERVISOR, seasonal full-time, May-September 2019

ORGANIZATION AND PROGRAM BACKGROUND:

Campus Philly is a nonprofit organization that fuels economic growth by encouraging college students to study, explore, live, and work in the Greater Philadelphia tri-state region. Campus Philly works with more than 30 colleges and universities across the region to help students connect to regional communities as well as job and internship opportunities.

During Campus Philly's Meet Philly Tour program, the Campus Philly student engagement team visits our partner school campuses between May and September to meet directly with students and introduce Campus Philly – our programs, events, and resources – while presenting and tabling at involvement fair, welcome week and freshman orientation events.

POSITION DESCRIPTION:

The position starts in mid-May (5/20) and continues through mid-September (9/8). This is a seasonal, contract position ideal for a recent graduate as well as someone with arts or performing experience – particularly theatre, spoken word, or any other form on audience engagement. A large portion of this position is maintaining and building relationships with our college partner staff, students, and Meet Philly Tour Street Team.

The Meet Philly Tour Supervisor will work closely with Campus Philly's Program Manager for Student Engagement to deliver the Meet Philly Tour program, collaborating with: on-campus staff to organize logistics for each date, with the Meet Philly Tour street team members to staff each on-campus event - sometimes presenting to students as well - and with Campus Philly staff to ensure materials are available for all dates and new student members are efficiently added to the organization's database. The ideal team member is one who is highly organized, adaptable, a confident communicator (written and verbal), a self-starter, and has a driver's license.

BENEFITS OF THE POSITION:

- Meet students from across the greater Philadelphia region!
- Sharpen communication skills
- Build contacts with staff at Campus Philly's 30+ partner colleges and universities.
- Gain experience for future employment and leadership positions – coordinating and scheduling teams across multiple events.

DUTIES INCLUDE (but are not limited to):

- Learn and deliver Philly 101 presentations for Campus Philly's My Philly Summer and Meet Philly Tour programs.
- Attend the Street Team orientation and training, and, as needed, subsequent team meetings.
- Receive and record event requests from campus partners, including follow-up to confirm all necessary information.
- Manage Street Team members, in collaboration with Street Team leads and Program Manager, to ensure all on-campus dates are staffed in advance, assignments documented, and members paid; receive and organize gas, parking, toll, and other expenses with the Campus Philly Operations Manager.
- Keeping stock of supplies, ensuring proper distribution for on-campus events and the return of materials to the Campus Philly office
- Monitor Street Team members' performance and timeliness; receive and organize event reviews
- Adapt to changes in needs and scheduling to help with unexpected challenges
- Provide regular updates and consult with Campus Philly Engagement Program Manager

COMPENSATION:

\$500 per week for 13 weeks between May 2019 and September 2019 – this position will be inactive between June 24 and July 12. This position does not include benefits or tax withholding.

TO APPLY:

Email Cory Dulaney (cory@campusphilly.org) with your resume and cover letter by April 15.

Campus Philly is an equal opportunity employer. It is the policy of Campus Philly to provide equal employment opportunity to all persons, regardless of age, race, religion, color, national origin, sex, political affiliations, marital status, non-disqualifying physical or mental disability, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism or other non-merit factors.