Gonzaga University Specialized Recreation Play Performance Coordinator
Student and Community Engagement

Position Overview:
- 10-15 hours per week (including programming, office hours, and indirect hours), 1 year commitment
- Volunteer Position
- The GUSR Play Performance Coordinator oversees all aspects of each semester’s play performance including, but not limited to, writing the script, casting roles, and creating props and costumes, and collaborates with the Play Practice Coordinator to ensure that details for plays are in place and participants are prepared.

Criteria for Participation
- Be in good standing with Gonzaga University
- Complete required paperwork as applicable (e.g. liability release, background check, health forms)
- Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCE’s Principles and Practices
- Experience leading/managing peers and/or volunteers preferred
- Experience working with people with disabilities preferred
- Previous experience as a GUSR volunteer

Responsibilities & Expectations (Include, but are not limited to):
- Communicate professionally and in a timely manner with participant parents and caregivers via phone, email, and in-person
- Collaborate with all members of the GUSR team to accomplish program goals and fulfill program mission
- Ensure that CCE risk management practices are followed for all play performance activities
- Serve as the point person during play performance practices and play performances
- Ensure that play performance practices and play performances are engaging and safe at all times
- Plan and execute play performances including, but not limited to, working with GUEST on space reservations and set-up, writing and workshopping the script, casting roles, creating props and costumes, and planning participant appreciation
- Collaborate with Play Practice Coordinator to ensure that play practices appropriately prepare participants for the play performance and Marketing Coordinator to prepare for and publicize the event
- Collaborate with Marketing Coordinator to organize and prepare videos and/or images for the play performance
- Participate in leadership training and on-going reflection and assessment
- Fulfill requirements of partner organizations, as applicable
- Commit to regular attendance at programs and understand consequences including dismissal from programs for absences
- Respond and communicate questions/items of concern to program staff in a timely manner
- Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants and CCE staff
- Adhere to Gonzaga University and CCE safety guidelines and risk management procedures
- Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver.

Job Percentages:
- Planning and Operations/Logistics – 60%
- Meetings – 15%
- Programming – 15%
- Training and Reflection – 10%

By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.

Name (Print) __________________________ Signature __________________________ Date __________________________