Gonzaga University Specialized Recreation Play Practice 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 Practice Coordinator oversees all aspects of weekly play programming including, but not limited to, announcements, crafts, games, and script practice, and works closely with the Play Performance Coordinator to support end-of-semester play productions.

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, including through weekly update emails
- 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 practice activities
- Serve as the point person during all play practices
- Ensure that play practices are engaging and safe at all times
- Set schedule and program plan for play practices and related events including, but not limited to, space reservations, food and supplies, and budget management
- Collaborate with Play Performance Coordinator to practice and perform plays each semester
- 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 – 30%
- Meetings – 5%
- Programming – 55%
- 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