

**Cal Poly Humboldt Sponsored Programs Foundation**  
Job Announcement  
*This is not a state position*

## Summer Event Student Staff 2024

**Redwood Coast K-16 Educational Collaborative**

**Pay Rate:** \$20/ hour

**Dates of Employment:** June 3-28, 2024 (M-F) + 2 additional events dates TBA

**Mandatory Training (paid):** May 21-23rd

**Hours:**

- Day Shift 7:30am - 3:30pm (1 hour unpaid break) - 10 open positions
- Evening Shift 3:30pm - 11:30pm (1 hour unpaid break) - 10 open positions
- Night Shift 11:30pm - 7:30am (1 hour unpaid break) - 2 open positions
- Staff must be willing to stay in the Cal Poly Humboldt dorms during the events for all shifts



**Job Description:** Under the direction of the event leads, this position will serve as support staff for events held in summer 2024 by the Redwood Coast K-16 Educational Collaborative. In particular, staff will help run three (3) High School Readiness Retreats in June. This position is responsible for leading, mentoring, and monitoring their group of minor students (up to 15 students) throughout the event. This position requires an ability to communicate and engage with young students as well as support in preparing and cleaning up after events. The level of activity varies depending on shift. These events follow an agenda written by the event leads, but also require flexibility and ability to problem solve in the moment. These responsibilities will largely fall on the event leads but having the skill set will be beneficial for all event staff.

Event Staff will be working in collaboration with school chaperones and must demonstrate the ability to communicate effectively with them. Event staff must also demonstrate the ability to keep their energy and positivity up throughout the shift as young students will be looking to you as a role model. Event staff must be reliable, take charge when asked, follow directions and remember several procedures in order to keep students safe. Other duties as assigned by the event leads.

**Minimum Qualifications:**

- 18 years or older
- The events all involve minors: staff must pass 2 background checks and complete mandated reporter training (to be paid by Redwood Coast K-16 Collaborative upon successful hiring)
- Enrolled in a Post-Secondary program (trade program, certification program, community college, 4-year university)
- Reliable transportation
- Ability to take direction
- Ability to manage time effectively
- Ability to communicate effectively
- Ability to work independently

**Preferred Qualifications:**

- CPR/ First Aid Certified

- Experience working with students
- Experience with conflict management
- Understanding of developmental components of students, aged 13-15 years old

**Application Instructions:** To apply submit 1) Resume, 2) Cover Letter, 3) three professional References, along with 4) the [SPF Self-Identification Form for Job Applicants](#) to Aubrey Emmons at [age16@humboldt.edu](mailto:age16@humboldt.edu)

**Application Review Date:** April 5th, 2024

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/ Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be found [here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625.

For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at [https:// hraps.humboldt.edu/ reasonable-accommodation](https://hraps.humboldt.edu/reasonable-accommodation). Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidates can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.