

### STEP 1 – READ THE JOB DESCRIPTION.

This will help you be sure the job is for you. Double-check the dates against your personal calendar. You will need to keep this page for your records.

### STEP 2 – FILL OUT THE APPLICATION.

Please e-mail completed applications to [awakening@hartwick.edu](mailto:awakening@hartwick.edu) by 5PM on Friday, February 20<sup>th</sup>.

### STEP 3 – SUPPORT CREW SELECTION.

If your skills seem to fit, we will schedule an interview with you when possible. This may be done over the phone if scheduling conflicts arise. If your skills are not a good fit, we will notify you at that time.

Please e-mail [awakening@hartwick.edu](mailto:awakening@hartwick.edu) with any questions you may have.

## AWAKENING Wonder Crew Job Description

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**NOTE:** this job description is designed to outline the responsibilities of the position and is in no way inclusive all duties that may be asked of the Wonder Crew. We appreciate your flexibility and dedication in advance.

### DATES

**Start** Monday, August 17 at 9AM sharp – you can move into your Pine Lake housing the evening before. Your room key will be available at the Pine Lake Office on Sunday, August 16. **Finish** Friday, August 28 when you are done; work might go into evening.

This job is a 12-day position with one day off in the middle. The day off will be determined by the Director.

### DUTIES

- Prior to Awakening: Clean cabins, move furniture, prepare Pine Lake for the Awakening Program
- Complete tasks pre-Awakening that close summer activities and open the campus for the Fall semester
- Grounds and lawn maintenance. Gardening
- Coordinate logistical aspects of Welcome Ceremony
- Collect breakfast menus and grocery shop for groups
- Deliver breakfast to groups at cabins
- Set up “make-your-own-lunch” materials at breakfast time
- Set up lunch, including laying out all foods (not prepared on platters already)
- Clean up after lunch-making and lunch
- Clean up after dinner (a cook will be there)
- Coordinate bonfires and manage associated risk
- Advise co-directors on facilities needs and problems
- Daily maintenance of lodge and grounds
- Make trips to town for supplies
- Assist with other tasks as they arise
- After Awakening: thorough cleaning of all buildings, and move furniture to prepare for student arrivals
- Thorough cleaning of all “gear” used by the program
- Final preparations for the fall semester

### YOUR ROLE

- Make sure Awakening works ... you are the behind-the-scenes IMPORTANT people!
- It’s the little things that make Awakening successful and memorable. You do them!
- Report to the Director of Awakening and Wonder Crew Chief; Check in with Pine Lake staff as needed.
- Work flexible shifts depending on what needs doing

### EXPECTATIONS

- “Make it fun and get it done”
- Be willing & available to help with tasks as they arise
- Be proactive – (do things as they arise, ask for what needs to be done, don’t wait until you’re asked)
- Follow through on jobs assigned
- Provide your own food for three of the days

### BENEFITS

- Lodging at Pine Lake all 12 days, meals provided (8/17-27).
- An important role in one of Hartwick’s signature programs
- One day off during the 12
- A fantastic time in creative, fun company
- A t-shirt and many hugs
- A stipend of \$300.00

Awakening hires current students to serve on the Wonder Crew. Hiring decisions are made by the Awakening Director Team.

**Applications are due 5PM on February 20<sup>th</sup> to [awakening@hartwick.edu](mailto:awakening@hartwick.edu)**

## AWAKENING 2019 (in 2015) | Wonder Crew Application

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NAME \_\_\_\_\_ CLASS YEAR \_\_\_\_\_

CAMPUS BOX \_\_\_\_\_ PHONE \_\_\_\_\_ SHIRT SIZE \_\_\_\_\_

SUMMER ADDRESS \_\_\_\_\_

SUMMER PHONE (if different from above) \_\_\_\_\_

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1 - Have you worked on the Wonder Crew before? \_\_\_\_\_ If so, how many times? \_\_\_\_\_

2 - Have you been through Awakening? (This won't affect your eligibility at all.) \_\_\_\_\_

*Please add your answers between the questions. Use as much space as you require*

3 - What is your favorite thing to do at Pine Lake in your free time?

4 - Describe why you want to be on the Wonder Crew.

5 - Explain why you think you would be good for the job (specific strengths or qualities).

6 - Are you a morning person? Evening person? Other?

7 - Describe yourself within the following three styles (we need all types!):

A. Around lots of folks at once, I am ...

very gregarious - pretty outgoing usually - friendly in a quiet way - quiet/keep to myself

B. When there are lots of chores to do, I ...

dive right in always - am willing to do what I'm given - make it fun, and generally get it done

- like to share my jobs with others

C. My friends think I am ... (underline any that apply, and feel free to expound below!)

crazy - dependable - fun to be around - a hard worker - unpredictable - a good listener in

tough times - high-energy - pretty normal - steady and even-keel

8 - Do you have a valid driver's license?

9 - Are you an approved Hartwick driver? (You will need re-approval if you are.)

10 - Add other comments as you wish.

**\*\*Be sure to include 2<sup>nd</sup> part of AW summer application found at (only 1 per applicant):**

<http://www.hartwick.edu/Documents/HR/HREmploymentApplication2012.pdf>

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