

# HOMECOMING

## CREW

### ***Bonfire Coordinator***

- Coordinate activities and logistics related to the event/pep rally portion of Bonfire
- Collaborate with PBSO and Talons to set event schedule, create the script, and lead the program
- Design event layout
- Communicate with Athletics and Police to ensure safety is maintained
- Coordinate logistics of Spirit March with key stakeholders
- Serve as primary contact for event information

### ***Engagement Coordinator***

- Develop and manage the student experience during Homecoming week
- Create social media content for all Homecoming accounts
- Assist Student Director with creating and implementing outreach/recruitment plans
- Sit on the Spirit Committee on behalf of Homecoming Crew

### ***Parade Coordinator***

- Coordinate logistics and details for Homecoming Parade, including road closures, lineup, parking, etc.
- Lead meeting with University Parade Committee, working with key stakeholders for event
- Market involvement to community businesses and recruit entries
- Collaborate with advisors to set rules and procedures to be placed in the Homecoming Information Packet
- Develop judging rubrics and oversee scoring of competition
- Serve as primary contact for event information

### ***Scrappy Games Coordinator (2 positions)***

- Select entertaining, exciting, and safe games for Scrappy Games competition
- Coordinate logistics of event with Athletics and off-campus vendors
- Coordinate activities for non-competing event attendees
- Develop judging rubrics and scoring processes for each event
- Collaborate with advisors to set rules and procedures to be placed in the Homecoming Information Packet
- Collaborate with Risk Management to ensure safety standards are upheld
- Serve as primary contact for event information

### ***Service Coordinator (2 positions)***

- Research and select projects to serve as focus for the service competitions
- Develop relationships with student organizations, campus departments, and/or off-campus organizations who will serve as partners for service events
- Collaborate with advisors to set rules and procedures to be placed in the Homecoming information packet
- Serve as primary contact for service partners, coordinating details of event, including layouts, materials needed, and schedule
- Serve as primary contact for event information

### ***Student Director***

- Be the “face” of the Homecoming Crew
- Coordinate and lead Homecoming Crew meetings, including creating agendas, presentations, etc.
- Organize Spirit Board Competition and Department Decorating Contest
- Create social experiences for Homecoming Crew to facilitate team bonding
- Create and implement a recruitment plan to increase participation from students, registered student organizations, faculty, and staff
- Recruit volunteers, judges, and sponsors
- Develop and implement unique outreach ideas across campus
- Assist with planning training and retreats
- Assist in advising and leading other Crew members
- Serve as the Homecoming Crew liaison to the University Homecoming Committee
- *Note: prior experience on Homecoming Crew preferred*