

STAFF JOB Descriptions

All Staff applicants are asked to rate their qualifications in each of the categories listed below and to indicate the specific jobs that best fit their gifts. This portion of the Staff Application will be completed online. Once you have turned in your Adult Application Form the University of Tennessee will send you information on how to complete the application process.

- 1) Administrative (i.e. office, computer, errands, accounting)

Arrival Registration	Arrival Registration Assistant, skill in MS Excel, MS Word
Offering Counting	Assists with counting of the offering, bank experience a plus
Registration Table Assistant	Assist with registration of students and volunteers, skill in MS Excel, MS Word
Staff Administration	Provides admin. assistance for Staff Coordinator, skill in MS Excel, MS Word

- 2) Recreation (i.e. equipment distribution, facilitators, assistants)

Biking Assistant	Mountain bike check in and check out for biking; minor bike repair knowledge is a plus
Excursion Registration Assistant	Staff excursion registration booth
Excursion Transportation Assistant	Help students find proper bus, work with drivers to depart on schedule, assist bus captains
Recreation Assistant	Assist with lessons and clinics
Skateboard Alley Assistants	Assist with skate park. Monitor the skate park and ensure the rules of the park are being followed.

- 3) Hospitality (i.e. special needs, retail sales, usher, information desk, cleanup)

Affirmation Team	Provides support and encouragement to Staff working on campus
Bookstore Clerks	CHIC Bookstore stock clerks
Greeter	Greet students and adults entering and leaving the arena, and check credentials of students and adults entering the arena
Information Centers	Staff booths around campus that provide event information
Sign Holders	Guide students to main stage or small groups
Sign Language Interpreter	Provide sign language interpretation for students who are hearing impaired. Professional experience required.
Special Needs Assistants	Assist students with special needs
Special Needs Shuttle	Drive van to shuttle students with special needs to campus activities
Ushers	Assist with collecting the World Relief offering

- 4) Staff Support (i.e. setup, transportation, video, sound)

Dorm Assistants	Assist Dorm Supervisors to ensure the dorms and students are secure
Environmental Engineering	Patrol the campus to assist in keeping the campus clean
Security Team	Ensure the students' safety and adherence to CHIC policies
Setup Specialists	Assist with setup of event rooms, movement of equipment, audio visual setup, etc.
Shuttle Drivers (off campus)	Drive 15 passenger vans, shuttle adults from campus to housing
Shuttle Drivers (on campus)	Drive 15 passenger vans, shuttle injured students or adults to and from events
Video Camera Assistant	Assist main stage camera person (experience required)
First Aid Team	Provide non-emergency first aid to participants (professional medical experience required)
Welcome Party Set Up	Assist with all aspects of the Welcome Party set up (must be able to arrive one day early to CHIC)
Welcome Party Assistant	Assist at the Welcome Party activities and clean up as needed

If you have any questions, please contact the CHIC Office at 1-800-910-CHIC (2442).