



Sweet Briar College is a women's liberal arts institution, located in Central Virginia approximately 12 miles north of Lynchburg and 60 miles south of Charlottesville. Founded in 1901, the College's curriculum encompasses a comprehensive baccalaureate program in the arts, sciences and humanities, as well as graduate programs in education. It is one of two women's colleges in the United States offering an ABET-accredited engineering degree. As an Equal Opportunity Employer, Sweet Briar College is committed to enhancing our community and encourages applications from qualified individuals with varied backgrounds, experiences and ideas who would increase the diversity of the College.

Job Title: Summer Program Worker

Classification: Non-Exempt

Reports To: Summer Program Coordinator

Job Summary/Objective: To provide support to the guests of Sweet Briar's summer programs.

Position Type/Expected Work Hours: Part time. Flexibility to work nights and weekends

Supervisory Responsibilities:

- N/A

Essential Responsibilities:

- Assist camp staff with water and mail deliveries
- Work with staff to provide ice cream and pizza socials for the campers
- Assist in preparing emergency packets and work with key distribution for each camp
- Check dorms, fields and other venues to assure proper use and set up for campers
- Communicate effectively with housekeeping and physical plant about program needs and changes
- Provide excellent customer service

Required Qualifications:

- Valid driver's license
- Ability to work independently
- Attention to details
- Team player
- Positive Attitude

Preferred Qualifications: Prior experience in a customer service role.

Work Environment: Outdoors in all types of weather; indoor work as well.

Physical Demands: Extended periods of sitting and standing will be required; ability to lift and carry 25+ lbs. Requires full range of body motion, including reaching, stooping, kneeling and walking

Travel: N/A

Deadline for Submission: Review of applications will begin immediately and continue until filled.

Other Duties: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

How to Apply: If applying for a faculty or staff position, please submit a **Sweet Briar College employment application** and cover letter to summersearch@sbc.edu.