**PCC Extra Positions**

**Floor Leaders:** The main responsibility of a floor leader is to oversee both the staff and students on their floor. They communicate and strategize with their floor staff and their resident assistant (RA). Floor leaders are part of the administrative team and attend all administrative meetings. Additionally, floor leaders run nightly meetings with their floor staff and report at nightly meetings with their corresponding RA. (This position is only open to past Proctors)

**Weekly Responsibilities:**

* Plan nights off, breakfast club, set goals for floor staff
* Lead Dance committee & create poster sign up sheet
* Make sure Dance posters are acceptable
* Monday Night Floor meeting with students

**Daily Responsibilities:**

* Nightly Attendance
	+ students all must be accounted for
* Mandatory Nightly Floor Meetings and RA meetings
	+ No exceptions unless ill - speak to Program Director
* Rec events from floor
* Lead all floor activities
	+ If not leading, model what is expected of all staff members
* A-team meetings
	+ Scheduled Tuesdays & Fridays and/or as needed
* Carnival Day set-up and execution
* Collaborate with A-team and staff
* Handle student issues on floor and use chain of command
* 2nd period non-meeting days used for tasks
	+ Plan dances and game shows
* Role model for staff and students
	+ Good communication throughout all parts of day
* Supervise and give constructive criticism to staff members on floor
	+ Manage floor staff

**Rec Directors:** Typically 2 people. Rec is a free time, filled with activities from 2:30-5:00, Monday-Thursday of each week. Rec directors compose a daily schedule of rec duties including dorm duty, indoor rec duty, and various tournaments. Each night, all proctors request specific rec events and these are communicated from floor leaders to the rec directors. Each morning rec directors type rec announcements to determine the times and descriptions of various events. They organize and purchase supplies as needed, based on their weekly budget. During rec itself, rec directors oversee the staff and students to make sure things run smoothly. One Rec director overseeing indoor rec and one with outdoor rec. They are not limited to this, but this is an overview of where they need to be located. They also clean the rec fields and delegate who goes back to the dorms and dinner. One person should have a reliable car if possible, if you track your mileage you will get reimbursement for gas. They also attend a second period class as an intern. (Open to all - recommended for a background of Sports, Crafts, Activities and more)

**Weekly Responsibilities:**

* Work with Program Director to establish a budget for Rec
* Make a list of items to buy for Rec events
* Prepare weekly tournaments
* Oversee the rec inventory
* Keep rec organized and neat
* Make a PCC Music Playlist for the week to play at REC
	+ Charge the Speaker

**Daily Responsibilities:**

* Use 2nd period to create the best day of Rec possible!
* Create a Rec Event Schedule each day to be approved by the Program Director
* Get materials together
* Set up at 2:15
	+ Make sure the music is playing on the Quad
	+ Rec events are ready to go
	+ Rec closet is neat
* Break down Rec around 4:50/5. Stay until 5 even for one kid at REC!
* Organize pre-program rec schedule with duties
* Create fun and exciting Rec event catch phrases
	+ check with Program Director, RA, or Secretary for approval

**PST (Proctor Study Time) Coordinators:** Typically 2 people. PSTs are workshops held by individual proctors after lunch. PST coordinators are responsible for making a weekly schedule of when each proctor presents. Proctors must submit their PST topic to the PST coordinators in advance. PST coordinators will communicate the PSTs daily to the PCC office for morning announcements. Each day, PST coordinators run student sign up lists for each PST during lunchtime and communicate these lists to floor leaders for attendance purposes. During PST presentations, coordinators ensure the workshops are running smoothly. Additionally, PST coordinators supervise SP (secret proctor) gift giving among the staff. (Open to all - especially for those organized)

**Weekly Responsibilities:**

* Organize a weekly schedule for which proctors are going
	+ Weeks 2-5 Tuesday-Thursday
	+ Email PST descriptions to secretary (ppc@stonehill.edu)
* Check in on Sunday nights with proctors that are scheduled to go for that week
	+ Ask if they need a projector or have a cap number of students

**Daily Responsibilities:**

* Have sign up sheets ready for each day of PSTs
* Have floor attendance sheets ready for each day of PSTs
* Coordinate locations of each PST and make sure each proctor knows where to go
* Stay in communication with floor leaders/RAs about downtime attendance

**Photographer(s):** Typically 1 person. Photographers capture both daily life and major events of PCC. Photographers are expected to work as a team in constant communication. Times of particular importance include move-in day, rec, dorm life, core course, dances, and any other major PCC events. Additionally, photographers will be responsible for scheduling class photos, hall photos, and semi formal photos. These photos are used for the PCC yearbook (made in coordination with the journalism class) and the PCC Photo slideshow. Photographers are in charge of composing a slideshow which was presented on the last week. If you have this position you will be able to take your night off after the completion of the core course. (Recommended for people with a camera - no camera is provided)

**Weekly Responsibilities:**

* Capture photographs of different aspects of the day, such as rec, hall parties, core courses, classes, and more.
* Organize photos into different folders on the Google Drive (Ex: Folder for Week One - subfolders for Move in Day, Olympics, Rec, Core Course, Dance)
* Cover the photo booth at each dance.
	+ Make an album and post photo booth photos on PCC’s Facebook Page
* Help Make the PCC Yearbook with the Journalism Class by taking:
	+ Class photos
	+ Hall Photos
	+ Staff Photos
* Make a photo slideshow that will be presented Week 6
* Collaborate with the other members of the media team (social media and video) and help when needed.

**Daily Responsibilities:**

* Capture photos of daily life at PCC, including:
	+ Core Courses
	+ Rec
	+ Dorm Life
	+ Dances
	+ Quad Time
	+ Any Special Occasion at PCC
* Make sure your camera is charged.

**Videographer(s):**

Typically 1 person. Similar to the photographer, videographers capture daily life and major events of PCC. Videographers are expected to work as a team (Photographer, social media) in constant communication. Times of particular importance include move-in day, rec, dorm life, core course, dances, and any other major PCC events. Throughout the summer it is expected that the videographer will work to compose a video that will be presented on the final week of PCC. Videographers are expected to continue filming on week 6 for the DVD which will be sent out to students after the program is over. Videographers may request that proctors record videos as needed (field trips, hall parties, etc) in order to obtain the best footage possible. If you have this position you will be able to take your night off after the completion of the core course. (Recommended for people with a background or interest in film, a camera will provided if needed but it is a bit old)

**Weekly Responsibilities:**

* Capture videos of different aspects of the day, such as rec, hall parties, core courses, classes, and more.
* Organize videos into different folders on the Hard Drive (Ex: Folder for Week One - subfolders for Move in Day, Olympics, Rec, Core Course, Dance)
* Make a video yearbook that will be presented Week 6
* Collaborate with the other members of the media team (social media and photo) and help when needed.

**Daily Responsibilities:**

* Capture videos of daily life at PCC, including:
	+ Core Courses
	+ Rec
	+ Dorm Life
	+ Dances
	+ Quad Time
	+ Any Special Occasion at PCC
* Make sure your video camera is charged.

**Sound and Stage Manager:**

Typically 1 person. The sound and stage manager is responsible for managing the technical needs of guests and performers that come in for core courses, in addition to any other PCC event that requires stage and sound; such as skits, lipsync, talent show, and student speakers. The manager will arrive early to core courses in order to make sure the facility is set up and that the performers have everything they need, such as power sources, microphones, speakers, projectors, and other technology needs. If you have this position you will be able to take your night off after the completion of the core course. (Recommended for someone who has a technical background, worked with sound, stage set-up etc.)

**Weekly Responsibilities:**

* Check in on Sunday nights to be prepared for what the week ahead requires for sound & stage.

**Daily Responsibilities:**

* Responsible for managing the technology needs of performers and presenters that come to PCC.
* Getting the checks and shirts ready for the performer(s)
* Assisting with any PCC event that requires stage and sound such as”
	+ Skits
	+ Lip Sync
	+ Talent Show
	+ Student Speaker
	+ More
* Play music at the beginning and end of each Core Course to hype up the crowd.

**Social Media Coordinator:**

Typically 1 person. The social media coordinator is responsible for running PCC social media accounts including Instagram, Facebook, Twitter, Snapchat and now also TikTok. Similar to the other media positions, the social media coordinator captures daily life and major events of PCC and is responsible for posting them on a frequent basis. The social media coordinator can use a variety of creative mediums such as photos, videos, live videos, stories, and anything else that they would like to incorporate. There is no summative project included in this position, but rather they are expected to post regularly in order to update followers/promote PCC. (Recommended for someone who is well versed in Facebook, Instagram, Tik Tok, Snap chat and who is creative!)

**Weekly Responsibilities:**

* Cover different aspects of the day, such as rec, hall parties, core courses, classes, and more.
* Create multiple posts for PCC’s social media pages including Instagram, Facebook, Snapchat, Facebook Live, and more.
* Collaborate with the media team (photo and video) and help when needed.
	+ Help the PCC photographer cover the photo booth at dances.

**Daily Responsibilities:**

* Publish one post on at least one of PCC’s social media accounts (more is encouraged).

**Dining Hall Coordinator:**

Typically 1 person. The main responsibility of the dining hall coordinator is to communicate between Stonehill Dining and PCC, regarding all meals. Breakfast, lunch, and dinner are served Tuesday through Thursday. On Mondays, there is no breakfast (for students) and on Friday only breakfast is served. Daily responsibilities include clicker duty and making sure each meal is running smoothly. Additionally, proctors should communicate in advance with the dining coordinator if they plan on doing a hall party during dinner. (Recommended for someone with attention to detail, people skills to work with Stonehill and very organized)

**Weekly Responsibilities:**

* On Sunday nights check in to see if anyone is having a hall party during dinner or is going on a field trip during lunch; this will affect the meal count so you can communicate with Stonehill
* If anyone has a student with special dietary needs, you might help show them where they can find different options and help them navigate who to speak to when they need something particular

**Daily Responsibilities:**

* Be the first to each meal
* Make sure the students form two long lines against the walls and one line on the staircase against the wall as they wait
* Keep count with clicker to send students
* Try to keep ratio by sending in a proctor as the students filter in
* Sweep dining hall once meal is over to make sure everyone is out and check for any left behind items

**Boston Wise Liaison**

Typically one person. The main responsibility of this job consists of working closely with the Boston Wise counselors and creating a bridge between the two programs. This person will seek out a time each week to meet with the counselors of their program to problem solve and create a close working relationship between the two programs. You will also assist in move ins/move outs whenever available to do so. Creating a more successful relationship is the goal of this position. This person must be patient, assertive, culturally sensitive, and kind. They will also have some autonomy in the position as it is new and we will allow for room for growth throughout the summer in order to improve the position for the future. (Subject to international students - 2022 does not look like there will be a need for this position but we will update you as we get more information)

**Weekly Responsibilities:**

* Check in with RA to see which students are moving in for the week and work with proctors to get them set up with lanyard/key
* Check in with Freddie as well to make sure your info matches
* Check in with Freddie to see if Bostonwise students are going on any Bostonwise field trips during the week

**Daily Responsibilities:**

* Do your best to make sure Bostonwise students are acclimating and enjoying the program
* Check in with their proctors as needed for any assistance or advice

**SAG - Student Advisory Group**

Typically at least two people. These positions run the Student Advisory Group. They organize the student leaders at the program through tasks once a week. They also create a poster for the semi formal with the students. Students meet each week to discuss how to improve PCC and what they can do to do so. They also help choose the Student TV shirt design for the end of the summer. They lead the students in what they want in the summer. (Recommend for someone who can command a crowd, delegate and who is fun and creative to find ways to fundraise, organize activities and more)

**Weekly Responsibilities:**

* By Monday of week 2, all proctors should have a SAG rep, make a list of proctors and their SAG rep
* SAG meetings are held once per week on Wednesday during downtime
* Main Goals:
	+ Warm Fuzzy Sales:
		- Coordinate a proctor to bring warm fuzzies, cash box, and bags
		- Have students sign up to help sell at each meal
		- Return supplies after each meal
	+ Semi Poster
		- SAG helps make large poster for semi formal dance
		- Have proctors make design and students help put together
		- Make sure area is cleaned after use

**Daily Responsibilities:**

* During warm fuzzy sales, you will be responsible for bringing supplies to and from each meal on a daily basis

**Dream Team**

Typically one person. This person assists the Program by accomplishing what needs to be done. For example, heavy lifting, help with set up in the classrooms, nurses office and more. They run errands that need to be accomplished on behalf of the program. They work during the first period and may assist another intern in a classroom if needed in the second period. This person should have a reliable truck or car if possible, if you track your mileage you will get reimbursement for gas. (Recommended for someone strong to do some heavy lifting, be ready at the drop of a hat and willing to get projects and tasks done in a timely manner)

**Weekly Responsibilities:**

* Come early and help set up for each dance (water jugs, cups, table) in front of alumni

**Daily Responsibilities:**

* Report to PCC office after breakfast
* Check in with secretaries to see what office tasks need to be done
* Check in with Program Director/RAs for tasks that need to get accomplished
* Check mailroom for any packages
* Do PCC Errands if needed
* Heavy lifting required when needed