

2025 Summer Event Assistant Job Description

Redwood Coast K-16 Educational Collaborative

Pay Rate: \$20/hour

Housing and meals provided: June 2-30, 2025

Dates of Employment: June 1-30, 2025 (weekdays)

Mandatory Training (paid): May 20-23 and May 27-29, 2025

Hours:

- Day Shift: 7:00am - 4:00pm - 1 open position
- Evening Shift: 2:00pm - 11:00pm - 1 open position
- Staff must be willing to stay in the Cal Poly Humboldt dorms during the events for all shifts

Position Summary: Under the direction of the event coordinators, this position will serve as assistants for three (3) High School Readiness Retreats in June 2025. This position is responsible for assisting in administrative tasks and logistics throughout the event.

Key responsibilities:

- Event assistants must be reliable, take charge when asked, follow directions and remember several procedures in order to keep students safe.
- These events follow an agenda written by the event coordinators, but require flexibility and ability to problem solve in the moment.
- Event assistants must be able to work independently to complete tasks outlined by the event coordinators.
- Event assistants must be able to manage a small group of students (15 or less) for short periods of time to relieve mentors on breaks.
- Event assistants must be adept at navigating the Cal Poly Humboldt campus.
- Event assistants will work in collaboration with event mentors and school chaperones and must demonstrate the ability to communicate effectively.
- Event assistants will work to foster college and career interest with young students.
- Other duties as assigned by the event coordinators.

Minimum Qualifications:

- 18 years or older
- The events all involve minors: staff must pass 2 background checks and complete mandated reporter training (to be paid by Redwood Coast K-16 Collaborative upon successful hiring)
- Enrolled in a Post-Secondary program (trade program, certification program, community college, 4-year university)
- Reliable transportation (personal vehicle preferred)

Preferred Qualifications:

- CPR/First Aid Certified
- Experience working with students
- Experience with conflict management
- Experience with event or administrative support



Application Instructions: To apply submit 1) Resume, 2) Cover Letter, 3) three professional References, along with 4) the [SPF Self-Identification Form for Job Applicants](#) to Aubrey Emmons at age16@humboldt.edu

Application Review Date: March 24th, 2025

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

For assistance with the application process, please submit an Accommodation Request Form, which can be found [here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625.

For more information regarding accommodation, you may also visit the Cal Poly Humboldt

Human Resources website at <https://hraps.humboldt.edu/reasonable-accommodation>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidates can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.