



THE SWANNANOA GATHERING WORK EXCHANGE CREW AVAILABLE

Position: **HOUSING/OFFICE SUPPORT CREW**

Application due February 1, 2020

HOUSING/OFFICE SUPPORT CREW~ 3-5 positions available per week. Open to all applicants in the Swannanoa Gathering and Warren Wilson communities. Applicant needs to agree to live on campus for the week he or she applies for.

Dates of Employment: You can choose to work one of the 5 weeks:

- **Mandolin/Banjo Week & Fiddle Week** :: June 28 – July 4, 2020
- **Traditional Song Week** :: July 5-11, 2020
- **Celtic Week** :: July 12-18, 2020
- **Old-Time Music & Dance Week** :: July 19-25, 2020
- **Guitar/Contemporary Folk Week** :: July 26 – August 1, 2020

Job Description:

The position of Housing/Office Support Crew is a seasonal (summer) position, carrying responsibility for the organization and cleanliness of the dormitories and of the overall quality of dormitory living for our 5-week program. The position also shares responsibility for helping to staff the office and assist the Office Assistant with classroom copies and day-to-day classroom needs. The position calls for an individual who enjoys problem solving and has experience providing customer support.

The Housing/Office Support Crew member works directly with the Crew Coordinator to support both the Administrative Team as well as the residents of the dormitories. Work will include:

- Dormitory work will include daily walk-through of the dormitories, stocking the dormitory bathrooms and light cleaning, if necessary.
- Office work will include making copies, running copies to classrooms, preparing registration envelopes and general office tasks.
- Working shifts in the Housing Office for instrument storage check-in/check-out and assisting those that have questions and work order requests.
- Working shifts at instrument check in the cafeteria building during lunch.

Strong inter-personal skills required as well as an appreciation of music, of the mission of Warren Wilson College and an appreciation for high standard of cleanliness are all essential qualities of the successful candidate for this position. Participation in daily meetings and office coverage rotation is required.

Skills: Candidate must be able to move around the dormitory with ease, up and down the stairs in some cases. Must be able to provide light cleaning and be able to notice when something needs to be cleaned/repaired.

Capabilities:

- Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the attendees and staff and/or with difficult situations.
- Demonstrated ability to effectively communicate orally
- Ability to work well with a diverse group of staff and crew members
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, and responsibilities
- Ability to work productively in an unstructured environment with frequent interruptions
- Ability to carry items of up to 45 lbs and willingness to jump in to a situation you see may need extra hands

Time Commitments: This is a 20-hour per week position with requirements to work on Sundays for registrations. Sundays – 8 hours, Mondays-Fridays – there will be a crew meeting on Monday morning, and each crew member is required to offer daily “office hours” in the dorm to allow residents to alert you to their needs, but the individual can set that time up. The remaining 12 hours to be worked out in between classes.

Compensation: In exchange for the 20 hours of work, the Housing/Office Support Crew member will receive free class tuition (worth \$590). The Crew member will be guaranteed their first choice of up to 2 classes per week, and can take others as space and time allow, as well as being able to participate in all other Gathering Events as time allows.

The Swannanoa Gathering Work Exchange Crew Application

Deadline February 1, 2020
(PLEASE WRITE CLEARLY)

The Swannanoa Gathering, CPO 6361, PO Box 9000, Asheville, NC 28815-9000
Phone & Fax: 828-298-3434 :: gathering@warren-wilson.edu

I AM APPLYING FOR THE FOLLOWING CREW POSITION: HOUSING/OFFICE SUPPORT CREW

Please use only the crew position titles listed on our website. We will not be accepting applications for a generic “volunteer” Applicants must apply for specific positions.

PART I :: PERSONAL INFORMATION

Last Name _____ First Name _____ M F

DOB _____ Age (as of July 1, 2020) _____ (*you must be 18 years of age by 7/1/20*)

Address Line 1 _____

Address Line 2 _____

City _____ State/Province _____ Zip/Postal Code _____

Country (if outside US) _____

Email _____ Primary Phone (Days) _____

For applicants local to Asheville/Swannanoa: Driver's License State: _____

Emergency Contact Name & Phone #: _____

- I'm new to the Gathering.
- I have attended the Gathering in the past but have not participated in the Work Exchange Program.
- I have applied for Work Exchange positions in the past, but have not been awarded a position.
- I have previously participated with one of the Work Exchange Crews for Gathering programs:

Years/Weeks _____

I'd like to be considered for the following week(s) (indicate order of preference – 1st, 2nd, 3rd, etc.):

Please note: You should only select week(s) you would be willing to work (i.e. if you were chosen for your 2nd choice)

Mandolin/Banjo & Fiddle June 28-July 4

Traditional Song July 5-11

Celtic July 12-18

Old-Time July 19-25

Guitar/Contemporary Folk July 26-August 4

PART II :: EDUCATION

Check last year completed	High School	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	College	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
	Grad School	1 <input type="checkbox"/>	2 <input type="checkbox"/>		

PART III :: EMPLOYMENT HISTORY

Please list your most recent work/internship experience:

1. Business/Organization: _____ Dates Employed: _____
Position/responsibilities: _____

PART IV :: QUESTIONS

Answer below or attach answers on a separate sheet:

1. Why do you want to participate in a work exchange with The Swannanoa Gathering? _____
2. What sort of volunteer work have you done in the past? _____
3. Please explain any special skills, training, interests, and hobbies: _____
4. Have you ever been convicted of any criminal offense? Y N
If yes, please explain: _____
5. Are there any work activities that you must avoid? _____
6. How did you learn about our Work Exchange program? _____
7. Is there anything else you'd like us to know about you? _____

If selected as a Work Exchange Crew member, I would likely:

- need on-campus housing and meals.
- I am (*for roommate matching*): an early bird a night owl no preference
- I would like to room with (*name*): _____
- be accompanied by a Non-student participant (*attending but not enrolling in classes*).
- be accompanied by a child/ren enrolling in the Children's Program (for Trad Song, Celtic & Old-Time Weeks).
- Name and age of child/ren: _____
- be bringing a vehicle on campus.