



## **JOB DESCRIPTION: SUMMER STAFF MEMBER**

### **A LITTLE ABOUT US:**

Big Buzz Idea Group is a rapidly growing company focused on providing nonprofits with solutions so they are able to execute the mission of their organization.

### **WHO WE'RE LOOKING FOR:**

Big Buzz Idea Group is looking for fun, hardworking, "willing to get their hands dirty" individuals to fill the role of Summer Staff Member for the 2018 festival season. This person's primary objective is to make the summer event experience successful and fun for all. Responsibilities will include, but are not limited to; distributing posters/postcards to area businesses, providing set-up and tear-down support for festival(s), providing excellent customer service to festival vendors and attendees alike, effectively manage a service station, strategically moving various items, etc. Summer Staff will work with the Project Lead as well as Senior Staff.

The Summer Staff position is a contract position and pays \$10-15 an hour payable upon completion of a project. Hours vary by project.

As with all members of the Big Buzz team, Summer Staff are expected to follow the policies described in the Big Buzz handbook and conduct themselves in a professional manner at all times while working to instill a positive work environment for everyone involved.

### **A SUCCESSFUL SUMMER SUPPORT STAFF MEMBER DEMONSTRATES:**

- A desire to help others
- Excellent customer service and oral communication skills
- Ability to follow directions
- Punctuality
- Quick thinking in a fast paced and ever evolving environment
- Able to communicate with diverse populations
- Resourceful, highly dependable, efficient and detail oriented
- Strong multi-tasking skills
- Promote a positive team environment
- Capable of working independently to support the team goals

### **QUALIFICATIONS:**

- Ability to be on your feet for prolonged periods of time
- Ability to lift heavy and/or awkward objects
- Willing to work outside during all Chicago-Summer weather conditions

### **LIKE WHAT YOU SEE? HERE'S WHAT'S NEXT:**

Email your resume along with a cover letter outlining why you're interested in the position, what your favorite food is and what makes you a good fit. Please no phone calls. We'll be in touch!