

# Eagles' Development Corporation

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3540 N. Lexington Ave., El Monte, CA 91731, (626) 575-2306

*... where performance meets the future*

## Summer Fun Festival Representative

<b>Contact: Ngoc Huynh, Human Resources Dept.</b>	<b>Job Site: El Monte, CA</b>
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- Job Type:** Part Time, 1-3 hours weekly
- Experience:** Preferred, but may not be required, depending upon the knowledge, enthusiasm, and availability for training of the candidate
- Supervisor:** Maribel Maestro
- Skills:** The successful candidate must be able to interact and work with members of a standing committee in order to produce a annual, festival-type event, manage 3-6 team members, oversee and simultaneously track multiple tasks, design and/or conduct activities appropriate to a family-oriented festival, communicate effectively in a variety of situations, meet deadlines, manage a budget, and motivate his or her team members to complete assigned tasks and fellow students and their families to attend the planned event.
- Responsibilities:** The successful candidate will be responsible for becoming an integral part of and contributing to an age- and ethnically-diverse festival committee, motivating team members as well as targeted, potential participants, and contributing to the planning and success of the Summer Fun Festival.
- Duties:** The Summer Fun Festival representative will attend and participate fully in regularly-scheduled committee meetings; report on progress toward completion of assigned tasks at committee meetings and give weekly updates to the principal; work with, motivate, and direct members of his or her own sub-committee; complete assigned festival tasks; design and implement plans to maximize participation by Columbia students and their families; propose, allocate, and track expenditures for his or her sub-committee; represent Columbia School and its principal; and present the Outstanding Student of the Year Award at the concluding activity.
- Education:** Candidate must demonstrate, through training or experience, a basic knowledge of principles and skills appropriate to the job; a training session will be offered.
- Compensation:** \$75 stipend and relevant experience directly applicable to the workplace.