Federal Work-Study/ Wesley Work-Ship Job Description
School Year: 2016-2017

<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>Locker Room Coordinator/ Videographer</th>
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<tbody>
<tr>
<td><strong>No# of Positions Available:</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>Job Types Available:</strong></td>
<td>FWS: Yes</td>
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<tr>
<td><strong>Supervisor:</strong></td>
<td>Tracey Short</td>
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<td><strong>Department:</strong></td>
<td>Athletics/ Field Hockey</td>
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<td><strong>Location:</strong></td>
<td>Field House on Mary Street</td>
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<tr>
<td><strong>Contact Information:</strong></td>
<td><a href="mailto:tracey.short@wesley.edu">tracey.short@wesley.edu</a></td>
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**Job Description:**
- Wash all uniforms/ practice attire
- Organize/ clean locker room
- Paperwork – filing, mailing, organizing
- Keep Accurate Inventory
- Video tape all home games
- Video tape conference away games if possible

**Special Abilities/ Skills:**
- Good with Excel spreadsheets
- Understands washing/ drying of uniforms
- Helpful/ respectful attitude towards people
- Clean and well organized
- Ability to pay attention to game and avoid talking on phone while taping
- Best if you have seen a game, but not required
- Previous video-taping experience, helpful but not required

**Work Schedule:**
- Week days and weekends and Field Hockey games (listed online)
- Individual work schedules will be arranged around the employee’s class schedule.

**Additional Comments:**