

OASC ADVANCED Registration/Facilities Coordinator Application 2025

Print current page and return with cover letter outlining your skills and your understanding of the OASC goals and purposes to:

OASC, 1111 East Central Blvd, Ada, OK 74820

To be considered for current year assignment, applications must be postmarked by September 30.

Name: _____

School: _____

Preferred Mailing Address: _____

Preferred phone #: _____

Preferred email address: _____

Years in Education: _____

OASC Experience: _____

RATE YOURSELF ON THE FOLLOWING	exceptionally strong	above average	average	needs work	not a strength
Ability to communicate with youth	☐	☐	☐	☐	☐
Ability to motivate young people	☐	☐	☐	☐	☐
Communication Skills (verbal and written)	☐	☐	☐	☐	☐
Ability to work harmoniously with other adults	☐	☐	☐	☐	☐
Attention to detail/organization	☐	☐	☐	☐	☐
Ability to be flexible	☐	☐	☐	☐	☐
Understanding the goals of the workshop	☐	☐	☐	☐	☐
Ability to plan and organize activities	☐	☐	☐	☐	☐

What is your greatest strength?

What is an area you'd like to develop?

Share your experience with working with young adults.

Other information you'd like to share:

Mission Statement: The goal of Advanced is to help delegates become more effective leaders in society through self-actualization. Learning their role in group development, understanding their own leadership strengths and learning how to lead and treat others with respect.

Salary: \$1250/per session (one in June and one in July)

Position will be posted: Every two years

Time Requirements:

Six days in June and July for Workshops, Friday to Sunday in November for State Convention, planning meetings as needed with other Advanced Directors, meetings as needed with the Executive Board, Saturday Meeting in Spring for Staff.

OASC Registration/Facilities Director JOB DESCRIPTION:

Terms for Advanced Co-Director will be two years with annual review/evaluation by the Executive Board. The position will be posted on the OASC website in the fall on even years unless a vacancy occurs in an odd year.

The Advanced Registration/Facilities Director will be paid \$1250 for each workshop (2 total) and will receive mileage in preparation of establishing and evaluating OASC Advanced Workshops.

Director of Registration and Facilities:

This person will take care of registration including: the collection of all registration fees and other fees, contact delegates about time and dates for each session, contact advisors to confirm delegates attendance, accept and document all paperwork, purchase orders, and money received. This person will also be responsible for purchasing all supplies needed for each session and inventory at the end of each session. During the workshop, this director will be responsible for setting up each session for success, ensuring they have all supplies ready in the areas they will be used, all supplies put away when they are no longer needed, running all unexpected shopping duties, and working with campus staff on any facility needs or challenges.

Job duties are described as follows:

- Work with the Session Directors to determine theme, supplies needed, etc.
- Document No-Shows; report to OASC Board
- Registration:
 - Collect paperwork and fees
 - Contact advisors for confirmations
 - Contact delegates about dates and times
 - Printing name tags
 - Present at registration for both sessions
- Facilities:
 - Work with the host campus for rooms such as: general sessions, dorms, small group sessions
 - Work with host campus regarding meals (including box lunches, cook-out, and dietary needs)
 - Be available if facility situations arise
 - Prepare budget report for Business session of State Convention
- Supplies:
 - Inventory and purchase supplies prior to the workshop and at the close of each session

- Store supplies throughout the year
- Transport supplies to and from campus
- Organize and maintain a “headquarters” for all supplies that are not in use.
- Prepare each sessions’ supplies throughout the day, ensuring that each area is prepared with all supplies prior to a session needing them.
- As supplies are no longer needed during a workshop, they will be inventoried and stored away.
- Supporting Curriculum Directors in staying on schedule and communicating any schedule changes to help ensure that the two sessions don’t cross paths.
- Pick up supplies throughout the workshop (this includes pictures, food, emergency supplies, etc.)
- Order and Pick up T-Shirts, bandanas, and gifts
- Availability:
 - Report for Day Zero of Sessions 1 and 3, along with both curriculum directors. All directors are expected to remain on campus until the close of sessions 2 and 4, once all inventory is stored, meeting rooms and dorm rooms are checked, and keys are turned in.
 - Throughout the entirety of both running sessions.
 - At the spring planning meeting
- Additional Duties as assigned or needed