2020 BTFO Coordinator

The YDS Office of Student Affairs seeks 1 student to become the BTFO Coordinator for Summer 2020. The BTFO Coordinator, in partnership with the Associate Dean of Student Affairs, is responsible for Planning and Executing BTFO 2019.

Duties Include:

**April 2020 – First week of May:**
4 hours per week
*Interviewing and hiring BTFO Small Group Leaders

**June 2020**
8 hours per week: These hours can be completed on YDS Campus on in alternate location
*Includes finalizing BTFO schedule and setting up BTFO Registration (4 hours)
*Writing weekly Blog/Communication for incoming students (3 hours)
*Weekly meeting with Dr. Jeanne Peloso (1 hour)

**July 2020**
3 hours per week: These hours can be completed on YDS Campus on in alternate location
*Writing weekly Blog/Communication for incoming students (3 hours)

**August 2020**
August 10 – 14: 15 Hours: These hours are preferred to be completed on YDS Campus
  *Includes finalizing BTFO Schedule (5 hours)
  *Completing registration for BTFO (5 hours)
  *Writing weekly Blog/Communication for incoming students (3 hours)
  *Making Supply Lists and ordering supplies for BTFO (2 hours)
  *Weekly meeting with Dr. Jeanne Peloso (1 hour)

August 17 – 21: 15 Hours: These hours are preferred to be completed on YDS Campus
  *Includes finalizing BTFO Schedule (5 hours)
  *Writing weekly Blog for incoming students (3 hours)
  *Completing registration for BTFO and making packets (4 hours)
  *Making Supply Lists and ordering supplies for BTFO (2 hours)
  *Weekly meeting with Dr. Jeanne Peloso (1 hour)

August 24th: 8 hours: ON CAMPUS
  *Set-up for BTFO
  *Printing final BTFO Schedule and Stuffing packets
  *Setting up Old Refectory for BTFO with supplies
  *Completing Registration for BTFO and making nametags
  *Meeting with Dr. Jeanne Peloso (1 hour)
August 25th: 8 hours: ON CAMPUS
  * Set-up for BTFO
  * Printing final BTFO Schedule and Stuffing packets
  * Setting up Old Refectory for BTFO with supplies
  * Completing Registration for BTFO and making nametags
  * Meeting with Dr. Jeanne Peloso (1 hour)

August 26th: 8 hours: ON CAMPUS
  * Set-up for BTFO
  * Printing final BTFO Schedule and Stuffing packets
  * Setting up Old Refectory for BTFO with supplies
  * Completing Registration for BTFO and making nametags
  * Meeting with Dr. Jeanne Peloso (1 hour)

August 27th, 28th, 31st: ON CAMPUS: BTFO
  Work 7:00am – 8:00pm Thursday and Friday: 11 hours each day
  Work 7:00am – 6:00pm Monday: 9 hours

September 2019: 10 hours spread throughout the month
  * Debriefing about BTFO
  * Cleaning up from BTFO and storing supplies

Qualifications include:
  • Exceptional work ethic
  • Experience with project management and a strong sense of project ownership, including confidence in managing projects through to completion.
  • Demonstrated ability to manage multiple tasks simultaneously
  • Previous experience in managing volunteers
  • Previous experience in planning large events

To apply, please email Pamela Bloomfield (pamela.bloomfield@yale.edu) one document including a resume and a one-page response to the following:
  A) Describe your experience of BTFO at Yale Divinity School.
  B) What gifts and experiences would you bring to the work of planning and executing BTFO 2020?
  C) Please detail all other commitments you have made for April 2020 – September 2020 (vacations, volunteer work, classes, paid work)

Completed applications are due by 11:59pm on Friday, March 6, 2020.