



JOB DESCRIPTION – ASSISTANT DIRECTOR OF ACTIVITIES

Assistant Director of Activities is in charge of the following

- Leader of Activity Heads
- Activity Organization
- Organize any on campus fundraisers
- Dry Run
- Event Day Management
- End of year transition

Activity Heads

- Contact last year's AHs to see if they are still interested
- Assign AHs and establish contact
- Fall meeting of Activity Heads
 - Job Descriptions, Activity Descriptions, expectations

Activity Organization

- Work with Director of Activities
- Assign locations
- Get information for booklets
- Supplies – Inventory, organize and order

Dry Run

- Roll call of all AHs
- Supply closet
- Work with Volunteer Coordinator to ensure all needed information is included

Event Day Management

- Prepare clipboards
- Meeting AHs at supply closet to distribute supplies
- Maintaining contact with AHs throughout day regarding any issues
- Depositing all proceeds from t-shirts sales Monday after event day

End of Year Transition

- Work with Director of Activities to train on job
- Storage organization
- Depositing all proceeds from t-shirt sales Monday after event day
- Issuing all reimbursements needed for GLs or AHs
- End of year meetings to establish new Executive Board

PURDUE SPACE DAY

Neil Armstrong Hall of Engineering, Room 3336

School of Aeronautics and Astronautics

701 W. Stadium Ave., West Lafayette, IN 47907-2045

765-494-5147 | www.purduespaceday.com | psd@purdue.edu



JOB DESCRIPTION – ASSISTANT DIRECTOR OF GROUPS

Assistant Director of Groups is in charge of the following

- Leader of Group Leaders
- Safety Presentation
- Purdue Grant Applications
- Payment Plans for Local Vendors
- Dry Run
- Event Day Management
- End of year transition

Group Leaders

- Contact last year's GLs to see if they are still interested
- Assign GLs and establish contact
- Poster Board supplies and instructions
- Assign homerooms and work on materials to entertain groups while in homeroom
- Ensure all GLs are aware of the rules of conduct for each child and how to discipline children if needed

Safety Presentation @ Dry Run

- Contact PUPD
- Content

Dry Run

- Roll call of all GLs
- Checking all posters to ensure they meet standards
- Work with Volunteer Coordinator to ensure all needed information is included

Event Day Management

- Prepare clipboards
- Lining up GLs for VIP photos (work with Ops)
- Maintaining contact with GLs throughout day regarding any issues including no-show, missing children

End of Year Transition

- Work with Director of Groups to train on job
- Storage organization
- End of year meetings to establish new Executive Board

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JOB DESCRIPTION – OPERATIONS COORDINATOR

Operations Coordinator is in charge of the following

- Mission Control
- Ordering food for Dry Run and Event Day
- Golf carts
- AV at CL50 & ELLT

Mission Control

- POC for all MC crew
- Gather maps from Purdue Visitor's Information Center
- Cell Phone Tree
- Handling extra activity supplies, kids' bags, nametags, first aid kits, etc.
- Set up banners, directional signs, Space Day Store
- Lost and Found
- Manage morning check-in process
- Will provide a 'time out' zone for any unruly participants

Food

- Supervise volunteers to manage breakfast, lunch, and EOD cake
 - Plates, cups, napkins, utensils, etc.
 - Clean up
- Orders all food for Dry Run and Event Day
 - Dry Run dinner (typically pizza)
 - Event Day breakfast
 - Event Day lunch
 - Event Day cake
- Work with Directors to have all payment for food arranged prior to event day

Elliott Hall of Music

- Get files for PSD and VIP presentations to Skip
 - PowerPoints and music
 - Expectations

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JOB DESCRIPTION – VOLUNTEER COORDINATOR

Volunteer Coordinator is in charge of the following

- Volunteer Recruitment & Registration
- Job Assignments
- Serving as main POC for all volunteers
- Serves as facilitator for the Dry Run

Volunteer Recruitment & Registration

- Working with Directors to register call outs at B Involved Fair and Fall Activities Fair
- Coordinates the development of any needed marketing materials
- Confirming the registration site is accurate and ready to go
 - Work to make any needed changes to the form or information given
- Finalizes numbers needed for each job and coordinates when to shut down registration

Job Assignments

- Assigns each volunteer to job per PSD needs and volunteer wishes
- Gets each area of volunteers approved by appropriate Director/Asst. Director
- Contacts each volunteer with their role and pertinent information in a timely fashion
- Maintains Master List and updates regularly with assignment changes or drops

Main POC for Volunteers

- Keeps in regular contact with volunteers for important dates and notes
 - Directors/Asst. Directors may contact their groups separately, but the Volunteer Coordinator will still serve as the main POC

Dry Run

- Contact PUPD for Safety Presentation
- Work with ADs to ensure all needed content is included in both agendas for event
- Serve as main facilitator or Dry Run and ensure attendance is taken and t-shirts are handed out

Event Day

- Event Day check-in of all volunteers
- Contact any late or missing volunteers

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JOB DESCRIPTION – EDUCATION COORDINATOR

Education Coordinator is in charge of the following

- Developing educational curriculum for Purdue Space Day activities
- Activity write ups
- Creating power points for use on event day
- Ensuring Activity Heads have all necessary educational materials for event day

Curriculum Development

- Rewrite PSD activities with a focus on reaching educational goals
- Coordinate with outside parties to ensure quality curriculum
- Allow the curriculum to be accessible from the PSD website

Job Assignments

- Develop activity write ups based off of educational curriculum for each PSD activity
- Ensure Activity Heads are able to teach and explain material for event day
- Create individual activity power points with educational material included

Main Source of Educational Information

- Indiana Science and Math Curriculum/National Curriculum Requirements
- NASA Public Education Sources
- Purdue Engineering Education department material

Dry Run

- Educate the Activity Heads on ways to explain material to children
- Check to make sure all Activity Heads have their necessary material
- Check in on Activity Heads while they practice going through the material with their groups

Event Day

- Assist the rest of the executive board with volunteer check in
- Be prepared to provide assistance to Activity Heads
- Be available to help the Assistant Directors with their tasks

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