

Housing Coordinator All Star I

Volunteer Position

Summary:

The Housing Coordinator is responsible for assigning rooms to All Star I conferees and guests, within the confines of room availability, policies and procedures regarding housing children of various ages, housing individuals according to needed mobility accommodations, meeting housing requests when such housing is feasible, and, to the extent possible, housing All Star I conferees and guests in a manner that is satisfactory to all.

Key Responsibilities:

Off Island

- Work with Star Island Registrar to obtain current housing maps and available rooms.
- Work closely in continuous, regular communication with All Star I chairs and All Star I Registrar regarding conference attendees.
- Work with Children's Program coordinator(s) regarding children and youth housing arrangements. House similar age youth near one another, as possible.
- Carefully review room requests from the registration report. Communicate with conferees when requests can't be met.
- Begin housing assignments after the registration deadline, adjusting as needed for cancellations or additional registration requests.
- Consider the financial impacts of housing assignments and ensure conferees are aware of any housing that might incur higher fees.
- Consider family or friend groups who might like to be housed close to one another.
- Advise chairs on housing availability for decision-making regarding conferee acceptances.
- Work with Star Island Corporation staff to assign housing in Star Loft as requested.
- Meticulously track short-term housing needs and changes for part-time conference attendees and guests, working to accommodate people as much as possible within the confines of available space.
- Two weeks prior to the conference start date, put all housing assignments into the required electronic document used by the Star Island Registrar. Make any subsequent changes in this live document AND communicate changes to Island Registrar.
- Share the live housing document with the chairs to pass along to the door tag volunteers, noting that changes will likely be made up until the start of the conference.

On Island

- Work with Star Island Registrar on housing issues as they arise including room changes, communications with conferees regarding room assignments, late conferee or guest registrations, and others.
- Manage housing complaints with compassion and care.

Qualifications:

- Extreme attention to detail is a must.
- Ability to adapt quickly and be responsive to constant changes in housing needs.
- Strong organizational, interpersonal, and problem-solving skills.

- Analytic thinker who can envision multiple solutions to a constantly changing puzzle.
 - Ability to communicate effectively with conferees regarding housing options and work with conferees who are disappointed with housing assignments.
 - Strength in working as part of a team that includes the Star Island Registrar, the All Star I Registrar, the Children's Program coordinator(s), and the chairs.
 - Must be able to use technological platforms that may include email, Excel, Google Sheets, and others.
 - Capacity to learn and retain a high level of knowledge about housing on island and be familiar with the island geography, housing types and locations, and the All Star I community.
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