Play Day Associate

**Job Description:** The Associate is responsible for: attending orientation and preparation meeting(s); communicating with Event Manager, coordinator and assigned 305 group leader; assisting with set up/facilitation/break down of his/her group environment; and assisting his/her coordinator and group where needed.

**Associate Preparation Checklist:**
- Attend orientation meeting(s)
- Communicate with Event Manager, coordinator and assigned 305 group

**Associate Play Day Checklist:**
- Arrive at Haycox between 6:30am and 6:45am
- Assist group with unloading and setup of environments
- Quick meeting with Event Manager
- Follow directions of coordinator and/or Event Manager
- Be available to group
- HAVE FUN!

**Associate Play Day Checklist:**
- Assist with clean up at Haycox and CSUN

QUESTIONS? PLEASE CONTACT YOUR EVENT MANAGER.