

ASSISTANT DIRECTOR *application*



Applications are due via email to Abby Ferrell, Membership Manager, at afferrell@floridadm.org, by **Saturday, May 11** at 5:00 p.m. Please include a one-page resume, headshot, and answers to the questions listed below. Abby will send a form to sign up for an interview time on Saturday, May 11 around 6:00 p.m. Interviews will be held via Zoom on **Monday, May 13** and **Tuesday, May 14**. Please visit the DM at UF Store to pay the \$25 Assistant Director Application Fee. If you have already paid an application fee this semester, your fee has been waived. Please note that if offered a position, there will be an OT/AD Meeting via Zoom on Friday, May 17 at 4:30 p.m.

The Assistant Directors will work all year with their respective Overall Directors to ensure steady growth and management within their Captain teams. Assistant Directors should possess effective skills in responsibility, organization, and leadership. They will be expected to take initiative within their assigned tasks and be able to appropriately communicate with their fellow Captains, Assistant Directors and Overall Director. Assistant Directors should be prepared to undertake their roles and responsibilities immediately after selection. The responsibilities of each Assistant Director position are outlined at the end of the application.

Name:

UF ID Number:

Major and Classification:

UFL Email Address:

Personal Email Address:

Phone Number:

Will you be a registered UF student for the entire 2024-2025 academic year? Circle Yes or No

Please list your choices in order for Assistant Director Positions: (Format: Team, Position)

(Note: you only need to apply for one position)

1. _____
2. _____
3. _____

Please answer the following questions for *each position* you're applying for.

1. Why are you choosing to apply for this Assistant Director position?
2. What goals do you wish to accomplish in the position to which you are applying, and how do you plan on enacting them?
3. What qualities do you possess that will help you in your role as Assistant Director?

4. How does your role as Assistant Director benefit the progress and culture of Dance Marathon at UF as a whole?
5. What are your time commitments for the 2024-2025 academic school year? How much time do you envision your position will entail?

The following are descriptions of each team's positions:

Dancer Engagement

Assistant Director of Stewardship

- The Assistant Director of Dancer Stewardship will be an enthusiastic and outgoing individual who is comfortable with public speaking as well as active recruitment. This position will be consistently interacting with Dancers, and will be responsible for assisting the Dancer Engagement Overall with planning and attending all Dancer GBMs and Forums. In addition, the AD of Dancer Stewardship will be responsible for facilitating the onboarding process for Dancers by sending out a prewritten email to all newly registered Dancers each week. This position will also be tasked with planning Wednesday check-ins, as well as tracking Captain attendance at check-ins. This position will work to plan events and create messaging to actively recruit returning Dancers, and work closely with the Overall Director of Recruitment to ensure the recruitment of new Dancers. The AD of Dancer Stewardship will also manage the Dancer and Visitor check-in tables during the Main Event.

Assistant Director of Internal Relations

- The Assistant Director of Internal Relations will be an innovative and creative individual with the ability to inspire others, and effectively manage the tracking of multiple data points. This position will be in charge of team fundraising, and will encourage team fundraising by giving presentations at weekly meetings and planning team fundraisers, which will take place at least once a semester. The AD of Internal Relations will track Captain participation in these team fundraisers as well as fundraising pushes. In addition, this position will act as our team secretary by taking attendance at meetings/events, tracking excuses, taking the minutes at weekly Captain meetings, and emailing the minutes out to the team. The AD of Internal Relations will also be tasked with ensuring that Captains maintain a consistent and open line of communication with their own organization's Dancers. This position will also be in charge of bonding within the Dancer Engagement team as well as with registered Dancers. Lastly, this position will be in charge of coordinating Spirit Week activities to ensure that they run in an efficient manner.

Assistant Director of External Relations

- The Assistant Director of External Relations will be an organized individual with effective electronic communication capabilities, and confidence in their public relations skills. This position will be in charge of The Gator-Aides, a Dancer team for enthusiastic Dancers who are not affiliated with another organization. The AD of External Relations will act as a second Ambassador to Gator-Aides, sharing Internal communications as well as ensuring the Gator-Aides' active participation within yearlong programming. This position will also plan and execute Fall and Spring Dancer Week. In addition, this position will be in charge of alumni relations, which will entail writing the semester newsletter along with updating the Dancer Relations alumni social media groups. This position will also be responsible for working with the Dancer Engagement Overall to draft all Dancer communications and track Captain progress in sending these messages. This position will also be responsible for pulling weekly reports of registered Dancers who need to complete onboarding and forwarding these reports to the AD

of Dancer Stewardship. The AD of External Relations will also be tasked with growing and evolving the Spirit Points system, as well as tracking Dancer participation through Spirit Points.

Digital Marketing

Assistant Director of Internal Design

- The Assistant Director of Internal Design will work closely with the Digital Marketing Overall and is in charge of delegating and overseeing all social media graphics throughout the year, including the summer. They will be responsible for developing creative ideas to enhance Dance Marathon's brand and mission, while ensuring that all graphics are in line with the official branding guidelines. All graphics must be approved by this Assistant Director and the Overall before being finalized. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of External Design

- The Assistant Director of External Design will work closely with the Digital Marketing Overall and is in charge of delegating and overseeing merchandise and fundraising graphics throughout the year, including the summer. They will be responsible for developing creative ideas to enhance Dance Marathon's brand and mission, while ensuring that all graphics are in line with the official branding guidelines. All graphics must be approved by this Assistant Director and the Overall before being finalized. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Internal Technology

- The Assistant Director of Internal Technology will work closely with the Overall Director to oversee all of the Dance Marathon iOS and Android Application based projects being completed by the Technology side of the team. This AD will be responsible for communicating with the developers in charge of iOS and Android based ventures, as well as Overall Directors for any updates and changes. This AD must frequently check the Tech Request form and delegate assignments accordingly. This position will be responsible for ensuring deliverables and efficient operations of the Tech team as a whole. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of External Technology

- The Assistant Director of Technology will work closely with the Overall Director to oversee all of the Dance Marathon Website based projects being completed by the Technology side of the team as well as the introduction of MissionDM. This AD will be responsible for communicating with the developers in charge of Website ventures, as well as Overall Directors for any updates and changes. This AD must frequently check the Tech Request form and delegate assignments accordingly. This position will be responsible for ensuring deliverables and efficient operations of the Tech team as a whole. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Internal Affairs

- The Assistant Director of Internal Affairs will work closely with the Overall and other Assistant Directors to improve communication and organization amongst the team. This AD will be responsible for tracking team engagement and fundraising, facilitating team bonding, communicating with Alumni, assisting with Captain Recruitment, and running the team's instagram. This AD will also be required to facilitate two main team fundraisers, one in the Fall and one in the Spring. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Family Relations

Assistant Director of Family Events

- This Assistant Director of Family Events will be responsible for assisting the Family Relations Overall Director in all Family-oriented events throughout the year, including Family Fun Days and other events in which Miracle Families will be present. They will plan Family Fun Days, approximately 3 in the fall and 2 in the spring. They will brainstorm ideas for the Family Room, collecting materials, coordinating “work nights”, and setting up the Family Room and Family Zone at the Main Event. They will work with the Overall Director, Sponsorships Overall Director and Finance Manager on expenses and sponsors for Family Fun Days and Family Room supplies. Responsibilities may change throughout the year at the discretion of the Family Relations Overall. This position requires creativity in design, artistic ability, event planning skills, delegation, and the ability to oversee groups of people.

Assistant Director of Tracking

- The Assistant Director of Tracking will be responsible for working with the Family Relations Overall Director on tracking Captain fundraising, attendance, and engagement throughout the year. They will plan and execute team fundraisers (at least one large-scale fundraiser per semester), assist Captains in preparation of fundraising pushes, develop Family Relations fundraising incentives, and host one-on-one meetings with Captains to address fundraising concerns throughout the year. This position will also take attendance at each event and manage absence excuses, ensuring that Captains attend all required meetings, DM-sponsored events, Family Fun Days, Family Room work nights, bonding events, and team fundraisers. They will complete the meeting minutes and share them with the Captains. Lastly, they will oversee Team Sponsorships. Responsibilities may change throughout the year at the discretion of the Family Relations Overall. This position requires organization, initiative, empathetic interpersonal communication, and creativity in fundraising strategies.

Assistant Director of Internal Outreach

- The Assistant Director of Internal Outreach is responsible for facilitating cause-connection among Internal Members of DM at UF, including: Captains, Assistant Directors, Emerging Leaders, and High Schoolers. They will oversee “Family Captain visits” to all Internal Member meetings in which Family Relations Captains will visit to tell their paired Miracle Family’s story, as well as creating a weekly “Miracle Moments” slide with updates, pictures, etc. about all Miracle Families to be inserted in all Internal Member meeting slides. They will be responsible for developing a “Story Telling Workshop” after Captains receive Miracle Family pairs, as well as “Story Telling 1 on 1’s” with Captains. They will be responsible for coordinating with the Finance Manager, Finance Overall Director, and Advisors regarding the creation and implementation of Family related fundraising incentives. They will coordinate with Marathon Relations and Leadership Development to facilitate meaningful relationships between Miracle Families, High Schoolers and Emerging Leaders, as well as coordinating Family Relations Captain Mini Marathon signups. Lastly, they will be responsible for creating Family Relations team bonding opportunities. Responsibilities may change throughout the year at the discretion of the Family Relations Overall. This position requires public speaking skills, adaptability, exceptional communication to ensure impact across the organization, and the desire to take initiative.

Assistant Director of External Outreach

- The Assistant Director of External Outreach is responsible for facilitating cause connection among External Members of DM at UF, including Dancers and Organizations. They will oversee communication between Family Relations Captains and Ambassadors, as well as designing initiatives to further relationships between Miracle Families and Organizations. They are responsible for Family Relations social media as well as coordination of social media at an

organization level, ensuring Families are represented fairly and equally on all official DM at UF media. They will oversee all Miracle Family Hangouts with organizations on Transform Today, the Main Event, and creating the Fall Organization Night. They are responsible for managing the Family Relations Alumni network along with the Alumni Relations chair, securing contacts and/or donations for current Captains. Lastly, they will be responsible for ensuring biweekly Check Ins have a cause-connected aspect, including having Family Relations Captains and/or Miracle Families present at Check Ins. Responsibilities may change throughout the year at the discretion of the Family Relations Overall. This position requires organization, communication, knowledge of the Organization program of DM at UF as well as UF student organizations in general, and the desire to take initiative.

Finance

Assistant Director of Fundraising Development

- The Assistant Director of Fundraising Development will focus mostly on the day-to-day, campaign-to-campaign performance of the Finance Captain Team. The tasks expected of this position include developing 1st year captains' leadership capabilities and acclimation to Finance; facilitate idea generation and application for Fundraising incentives, campaigns, and pushes; taking point on Finance alumni engagement (maintaining the Finance alumni Facebook group, Finance alumni matching, etc.); and meeting with the Finance Overall to discuss the previously mentioned initiatives and help determine the best course of action. This individual will also be responsible for working with Finance as a whole and maintaining strong connections with the Captains to keep team morale at a high level by creating bonding opportunities for Finance Captains both as a Team and with other Captain Teams. This Assistant Director is welcome to utilize eager Captains to assist with projects/campaigns throughout the year, in a committee fashion or other means. They will be expected to have strong critical thinking skills, be adept at leading by example, and have strong interpersonal communication skills. A strong desire to bring a group of people together to cultivate an environment of teamwork and cooperation is necessary to thrive in this position. Both Finance ADs will be asked to think of how to engage members during campaigns throughout the DM25 Season with all membership populations in mind as well as assist in the planning of Fundraising Programming for educating organization members. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Finance Tracking

- The Assistant Director of Finance Tracking will be mainly focused on the monitoring and assessment of Captain Teams during the DM25 season. Responsibilities of this position will include aiding the Finance Overall and Finance Manager in the tracking and projection of all Internal fundraising efforts, being a supporting role to the Finance Overall with DonorDrive and matching pushes, working with other Captain Teams throughout various campaigns in the year, working closely with the ADs of Fundraising from all other Captain Teams, meeting with the Finance Overall to assess the performance of organizations' fundraising engagement, and plan a fundraising help and engagement station during campaigns and large-scale events. Additionally, the AD of Finance Tracking will be in charge of creating canning docs and fostering participation in sign-ups by communicating it with other Captain Teams. The AD of Finance Tracking will be expected to be adept at thinking strategically and creatively and will have foresight when planning for initiatives weeks, sometimes months in advance. Both Finance ADs will be asked to think of how to engage members during campaigns throughout the DM25

Season with all membership populations in mind as well as assist in the planning of Fundraising Programming for educating organization members. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Leadership Development

Assistant Director of Development

- The Assistant Director of Development is responsible for facilitating the education of the Emerging Leaders. This individual will be responsible for and in charge of coordinating and teaching Emerging Leaders important leadership skills. This individual will aim to educate the Emerging Leaders about Dance Marathon, Children's Miracle Network, and UF Health Shands Children's Hospital. This individual will be responsible for drafting weekly minutes for both LD and ELP meetings. Furthermore, this individual will be responsible for implementing, facilitating, and coordinating team fundraising efforts for both the Emerging Leaders Program and the Leadership Development Team. This includes creating fundraising graphics and resources, organizing team/unit fundraisers, and monitoring the fundraising efforts of both Captains and emerging leaders. This position requires strong communication skills, both written and speaking. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Engagement

- The Assistant Director of Engagement is responsible for creating an open and inviting environment to integrate the Emerging Leaders into the Dance Marathon family. This individual will be responsible for and in charge of coordinating and holding any and all bonding activities that take place between the Emerging Leaders Program and/or the Leadership Development Team. Specifically, this individual will play a large role in organizing both the Emerging Leaders and Leadership Development Retreat, as well as monitoring breaking boundaries and one-on-ones between Emerging Leaders and Captains, and between Captains, the Assistant Directors, and the Overall Director. Furthermore, this individual will be responsible for managing both the Leadership Development and Emerging Leaders Program Instagram accounts. This individual will be responsible for contacting, engaging, and preserving relationships with Emerging Leader and Leadership Development alumni. Additionally, this individual will be in charge of tracking Emerging Leader engagement and collaborate with other Assistant Directors to monitor Emerging leader involvement. This position requires strong creative skills and a passion for bonding. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Outreach

- The Assistant Director of Outreach will be in charge of connecting the Emerging Leaders Program to the rest of the Dance Marathon community. This individual will be responsible for revitalizing the Captain-ELP mentor program and planning and facilitating the Emerging Leader Career Fair. Also, this individual will function as the point of contact for any and all interactions between the Emerging Leaders, Emerging Leader Chairs, Overall Directors, and other Captain Teams. This individual will also be required to facilitate educational programming and Captain Team Presentations to the Emerging Leaders so that they are provided with knowledgeable content about the varying Captain Teams. This includes facilitating shadowing opportunities for Emerging Leaders, assisting them in discovering the team they aspire to join. Overall, this position will require excellent communication skills in order to speak with other Captains, Assistant Directors, Emerging Leader Chairs, Overall Directors, and Alumni. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Tracking

- The Assistant Director of Tracking is responsible for monitoring the status of all Emerging Leaders and Leadership Development Captains. This individual will be creating and monitoring the Master Tracking Document which includes information on attendance, fundraising, merchandise, announcing, flyering, hospital tours, and more. In addition, this individual is in charge of creating, compiling, and organizing any and all documents or forms that the Leadership Development Team will need throughout the year. Additionally, this individual will be responsible for tracking and facilitating LD/ELP payments for any DM at UF merchandise or other items. This position requires the individual to be proficient in Google Sheets and Excel, as well as someone who is willing and dedicated to spend time updating these documents. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team

****Each Leadership Development Assistant Director will be responsible for two Emerging Leader Units, and they will be the liaison between those Units and the Overall Director. Additionally, Assistant Directors will be expected to be available and hold meetings outside of their regularly scheduled Captain Team meetings (as necessary) in order to work with their respective Captains on specific programming dedicated to their position as well as the specific Units they are personally responsible for.*

Marathon Relations

Assistant Director of Established Programs

- The Assistant Director of Established Programs will be responsible for supporting and guiding designated high school programs (East Ridge, Forest, Leesburg, Oak Hall, and Vanguard) in their year long efforts, leading to a successful Mini Marathon. This Assistant Director will manage Captains via weekly school breakouts, tracking Captain meeting minutes, enhancing coordination with teacher Advisors, attending and assisting Captains in planning and presentations, hosting Regional meetings, attending each high school program's meeting once a month, promoting high school engagement in DM at UF events, overseeing the coordination of Mini Marathon events, and ensuring the overall yearlong success of their respective high school programs. Additionally, they will be responsible for facilitating Co-Captain and Captain-student relations, providing support and encouragement to both populations. This Assistant Director will work collaboratively with the Assistant Director of Operations to track and assist high school programs with fundraising and engagement. They will share the responsibility with all other Assistant Directors for recruitment of middle and elementary schools to implement under schools in this region. This Assistant Director will also be responsible for communication and coordination with the Assistant Director of Store on Merchandise and the Assistant Director of Mini Marathons on Morale to facilitate year-long relationships between high school programs and DM at UF. This role is time intensive, and having access to a vehicle is mandatory.

Assistant Director of Evolving Programs

- The Assistant Director of Evolving Programs will be responsible for supporting and guiding designated high school programs (Bellevue, Buchholz, Gainesville, Newberry, and The Villages) in their year long efforts, leading to a successful Mini Marathon. This Assistant Director will manage Captains via weekly school breakouts, tracking Captain meeting minutes, enhancing coordination with teacher Advisors, attending and assisting Captains in planning and presentations, hosting Regional meetings, attending each high school program's meeting once a month, promoting high school engagement in DM at UF events, overseeing the coordination of Mini Marathon events, and ensuring the overall yearlong success of their respective high school programs. Additionally, they will be responsible for facilitating Co-Captain and Captain-student

relations, providing support and encouragement to both populations. This Assistant Director will work collaboratively with the Assistant Director of Operations to track and assist high school programs with fundraising and engagement. They will share the responsibility with all other Assistant Directors for recruitment of middle and elementary schools to implement under schools in this region. This Assistant Director will also be responsible for communication and coordination with the Assistant Director of Store on Merchandise and the Assistant Director of Mini Marathons on Morale to facilitate year-long relationships between high school programs and DM at UF. This role is time intensive, and having access to a vehicle is mandatory.

Assistant Director of New Programs

- The Assistant Director of New Programs will be responsible for supporting and guiding first and second year high school programs. Current assigned programs include Tavares and Lake Minneola, but are subject to increase with the addition of new programs. This Assistant Director will manage Captains via weekly school breakouts, tracking Captain meeting minutes, enhancing coordination with teacher Advisors, attending and assisting Captains in planning and presentations, hosting Regional meetings, attending each high school program's meeting once a month, promoting high school engagement in DM at UF events, overseeing the coordination of Mini Marathon events, and ensuring the overall yearlong success of their respective high school programs. Additionally, they will be responsible for facilitating Co-Captain and Captain-student relations, providing support and encouragement to both populations. This Assistant Director will work collaboratively with the Assistant Director of Operations to track and assist high school programs with fundraising and engagement. This Assistant Director will work closely with the Overall Director in active school recruitment efforts throughout the duration of the year as well as preparing and educating potential high school programs through the Shadowing Program. They will lead the efforts among other Assistant Directors for recruitment of middle and elementary schools to implement under high school programs. This Assistant Director will also be responsible for communication and coordination with the Assistant Director of Store on Merchandise and the Assistant Director of Mini Marathons on Morale to facilitate year-long relationships between high school programs and DM at UF. This role is time intensive, and having access to a vehicle is mandatory.

Assistant Director of Operations

- The Assistant Director of Operations will be responsible for planning, coordinating, and executing any events or projects outside of Mini Marathon events, along with overseeing Marathon Relations team fundraising, tracking and ensuring yearlong fundraising of high school programs, and providing all high school programs with financial and sponsorship resources. Some projects include the Summer Lessons, Shands Retreat High School Programming, DM Kickoff, semesterly regional competitions, and more. Other responsibilities include Marathon Relations Captain retreat, Captain of the week, team bonding, and alumni engagement. They will be responsible for facilitating social media engagement of high school students, Captains, and alumni. This Assistant Director will utilize Donor Drive to update fundraising tracking documents weekly throughout the year. They will provide sponsorship information to Captains and high school students, monitoring year-long and event sponsorship progress, and creating all of the necessary sponsorship resources. This Assistant Director will create and utilize multiple committees to assist in hosting and generating team fundraising events, incentives, planning bonding events, creating graphics and resources, and acquiring school sponsorships throughout the year. In the Spring, this Assistant Director will track Mini Marathons during their event and match donations during matching hours. Extensive knowledge of Excel/Google Sheets is preferred. This role is time intensive, and having access to a vehicle is mandatory.

Merchandise

Assistant Director of Incentives and Inventory

- The Assistant Director of Incentives and Inventory will handle the inventory of all merchandise and incentives. They will be in charge of updating inventory monthly and identifying which items are running low and need to be reordered. They will be responsible for shipping online orders, preparing pick up orders, as well as helping to facilitate any pre-orders with Organizations and Ambassadors. They will also communicate with the Assistant Director of Fundraising, the Finance Manager, and Finance Overall Director to establish incentive levels and items and to conduct re-orders throughout the year. They will be in charge of incentive pass-outs at Check-Ins and the Main Event, as well as monitoring the Excel document with the help of the Finance Team. This person needs to be extremely organized, detail oriented, and creative. Requirements for this position are likely to change and may include additional tasks and duties based on the needs of the team.

Assistant Director of Fundraising

- The Assistant Director of Fundraising will be responsible for maintaining individual and team fundraising throughout the year. They will also be responsible for the organization and facilitation of all team fundraisers. This will include: deciding the type of fundraiser, creating sign-up forms, tracking involvement, and evenly distributing the money to those who participated. The Assistant Director of Fundraising will also be a resource for Captains with their individual fundraising goals and will be accessible to the Captains in regard to these goals. They will clearly track yearlong team and individual fundraising and find creative ways to keep Captains motivated throughout the year. This person will communicate and collaborate with the Assistant Director of Incentives and Inventory to determine incentives and fundraising levels. This person will also be responsible for tracking revenue for the merchandise throughout the year with the Finance Manager. They will be in charge of working with the Assistant Director of Store and Mini Marathons and the Regional Assistant Directors on Marathon Relations to determine incentive levels based on fundraising for each high school. Requirements for this position are likely to change and may include additional tasks and duties based on the needs of the team.

Assistant Director of Internal Operations

- The Assistant Director of Internal Operations is responsible for the overall dynamic of the team. This will include team bonding. This person will be responsible to plan and execute bonding at least once a month with both the Captains and the Assistant Directors. This will include mentor/mentee in the Fall. This person will be in charge of team attendance and ensuring Captains attend all required events throughout the year. This will include events such as Store and Mini Marathons. This person will also be responsible for running and managing the social media. This person must maintain alumni engagement by emailing and updating alumni on new merchandise throughout the year. They will also be the liaison for our Miracle Family pair and must maintain yearlong communication with our paired Family Captain and Miracle Child. This person will work with the Assistant Director of Store and Mini Marathons to ensure that the Merchandise Team is successful at Mini Marathons in the Spring. Responsibilities for this position are likely to change and may include additional tasks and duties based on the needs of the team.

Assistant Director of Stores and Mini Marathons

- *The Assistant Director of Store and Mini Marathons is in charge of running any merchandise stores throughout the year. This person will ensure store is fully stocked before it opens, inventory is returned after it is closed, and that all Captains and other Assistant Directors are in attendance. This person will work with the Assistant Director of Fundraising and the Regional Assistant Directors on Marathon Relations to help determine incentive/fundraising levels for Mini*

Marathons. They will also be responsible for handling merchandise orders from each high school. This person must be in constant communication with the Regional Assistant Directors on Marathon Relations and the Assistant Director of Incentives and Inventory to ensure that there is enough Merchandise to sell at Mini Marathons. They will also work with the Assistant Director of Internal Operations to ensure Captains are fulfilling their requirements at Mini Marathons. This person needs to be extremely organized, timely, personable, and have strong communication skills. Responsibilities for this position are likely to change and may include additional tasks and duties based on the needs of the team.

Morale

Assistant Director of Captain Relations

- The Assistant Director of Captain Relations will be in charge of organizing campaigns and events, including but not limited to: Day Makers, Pay it Forward, Overall/Manager Appreciation Week, and other captain-wide and organization-wide bonding events. This position will coordinate Day Maker campaigns that can be shared across the organization twice a month by communicating it to other Captain Teams, Emerging Leaders, Ambassadors, Dancers, and spreading them to external members as well. Part of the magic of Morale comes from the pride in making other peoples' days, so making these Day Makers creative, meaningful, and exciting is key. They will be in charge of communication with other teams (excluding the Marathon Relations team) to coordinate videos, resources, and merchandise for Morale. With this, they will highlight a "Captain Team of the Week," recognizing the impact each team has with acts of appreciation. Additionally, they will oversee a committee consisting of Moralumni Chairs, Social Chairs, and Day Makers chairs (Smiles Squad). They will oversee the Morale social media along with a designated Social Media Chair to assist with posts and graphics. They will work closely with the AD of Fundraising to organize Moralloween and Morale Madness to help with Captain scheduling at these events. This position requires an ability to communicate, plan, and schedule efficiently throughout the year; it also requires enthusiasm to engage people within our team, other Captain teams, and the whole campus.

Assistant Director of Event Planning

- The Assistant Director of Event Planning will focus on facilitating the creation and execution of Theme Hours for the 26.2-hour Main Event. They will assist the Morale Overall in making a yearlong Theme Hour timeline for Morale. This position will require collaboration with all teams, however, the most important teams to note are: Productions, Finance, Organization Relations, Family Relations, Multimedia, and Dancer Engagement. They will also oversee the Theme Hour committee, check each event timeline for each Theme Hour, create weekly to-do lists for Theme Hour Heads, and help recruit Captains during the application process. The Assistant Director of Event Planning will also work with the Assistant Director of Fundraising to plan and execute Morale Madness and Moralloween. This position will require detailed organizational skills, communication, and the ability to oversee groups.

Assistant Director of Fundraising

- The Assistant Director of Fundraising will lead the Fall and Spring Morale fundraisers. This consists of co-organizing Moralloween and Morale Madness with the Assistant Director of Event Planning. This person will make sure these fundraisers run smoothly and provide innovative and creative ways for these events to improve. They will make themselves available year-round to assist people who are struggling with fundraising as well as organize and host 1:1 monthly fundraisers with Captains who may need assistance fundraising. They will work with the Morale Overall to create and implement innovative fundraising ideas and incentives for the team including, but not limited to, Venmo templates, Miracle Maker of the Week (MMOW), organized

fundraising sheets, and push days/weeks. They will also be in charge of updating the Fundraising E-Folder throughout the year where Captains can access fundraising tools with ease. They will select a fundraising committee and oversee the executions of one internal fundraiser and one external fundraiser partnered with another Captain team. This position will require detailed planning and communication throughout the summer and the year.

Assistant Director of Mini Marathon Coordination

- The Assistant Director of Mini Marathon Coordination will work closely with Marathon Relations to coordinate Morale's involvement in the High School and Middle School Dance Marathons across Northern Florida. In the fall, this position will facilitate workshops between Morale and M Teams in preparation for Mini Marathons. They will assist in planning a Mock Mini with the M teams, as well as a field day where to practice the Mini Cut and learn Mini Games. They will also work with the Social Chair to have 1-2 bonding events with Marathon Relations. They will oversee the Gong Team 1 Committee and work to continue to expand its role. They will assist the Morale Overall in creating the Mini Linedance Cut in addition to teaching it to GT1, Morale, and Marathon Relations. They will pair Morale Captains with each high school, schedule Captains for Mini Marathons, track attendance at Minis, create informative slides for each Mini, and create and maintain a carpool document. They will aid with any event planning as needed in the Fall such as Moralloween, along with scheduling captains to high school programs on Transform Today. The Assistant Director of Mini Marathon Coordination will also take on more logistical responsibilities, including but not limited to handling attendance and tracking. They will be responsible for the creation and ownership of all forms. They will work with Family Relations to create slides throughout the year for Miracle Stories to be presented each week at meetings to increase Cause Connection.

****If you are selected as an Assistant Director for Morale, you will not be considered for the Line Dance Committee or Gong Team 1****

Multimedia

Assistant Director of Logistics

- The Assistant Director of Logistics will work closely with the Overall and other ADs. This AD will track Captain fundraising throughout the year and assist with providing fundraising encouragement and resources. They will be responsible for internal communications such as accepting excuses and tracking attendance, planning and executing regular Team bonding, and ensuring Alumni Engagement. This AD will also be the liaison between Multimedia and all other Captain Teams. The AD of Logistics is encouraged to collaborate with Captains to assist in planning events. This AD will also be responsible for Captain recruitment and organizing the mentor-mentee system. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Photography

- The Assistant Director of Photography will be responsible for leading photo Captains in improving their skills. This AD must have skills in editing photos and be willing to guide the Team throughout the year with video tutorials, workshops, editing assignments, and giving critiques. AD of Photo is responsible for organizing and coordinating Mini Marathon sign-ups and responsibilities. This AD will also track accountability for photo Captains. Furthermore, this AD will be responsible for recruiting photo Captains. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Social Media

- The Assistant Director of Social Media will be the liaison between the Multimedia Team and the Public Relations Team by openly communicating and responding to all picture requests and

deadlines for social media. They will assign photo minimums and deadlines, and set clear expectations and directions for uploading throughout the year. This AD will be responsible for sorting photos into albums for social media within a timely manner. They are expected to clearly communicate what kind of photos the PR Team needs for each event, including specific requests. This AD will also run the Team Instagram. This AD will also track accountability from photo Captains. Furthermore, this AD will be responsible for recruiting future Captains. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Videography

- The Assistant Director of Videography will oversee all videos put together by the Multimedia Team to ensure branding, style, and editing is consistent. This AD must be organized to handle the filming and video editing under time constraints. They must be highly experienced in Premiere Pro, and they are responsible for leading hands-on video editing workshops and preparing resources for the Team. This AD will be responsible for assigning due dates, making sure Captains are uploading and sorting their footage on a deadline, and delegating video Captains on specific projects. Additionally, this AD will be responsible for recruiting video Captains. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Organization Relations

Assistant Director of IFC Relations

- The Assistant Director of IFC Relations plays a key role in overseeing, mobilizing, and maintaining year-long engagement for the Interfraternity Council (IFC) chapters. This position leverages an individual's passion for Greek life, involvement, and strong relationship-building skills to develop strategies that increase chapter participation. As the primary contact for all IFC organizations, this role requires strong organizational and communication skills, as well as an outgoing personality, to foster excitement and collaboration with chapter leaders and members. This individual is expected to aid in the recruitment of Ambassadors and Captains, and should be comfortable giving presentations and forming relationships with others. The AD of IFC Relations will diligently track Ambassador engagement from relevant chapters, monitor meeting attendance, and follow up on their fundraising efforts. Working closely with the Assistant Director of Panhellenic Relations and Assistant Director Student Organizations, this role ensures Greek life is seamlessly integrated into overall event planning. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Panhellenic Relations

- The Assistant Director of Panhellenic Relations plays a key role in overseeing, mobilizing, and maintaining year-long engagement for the Panhellenic Council (PC) chapters. This role leverages an individual's passion for Greek life, strong relationship-building skills, and understanding of sorority culture to develop strategies that increase chapter participation. As the primary contact for all Panhellenic chapters, this role requires strong organizational and communication skills, as well as an outgoing personality, to foster excitement and collaboration with chapter leaders and members. This individual is expected to aid in the recruitment of Ambassadors and Captains, and should be comfortable giving presentations and forming relationships with others. The AD of Panhellenic Relations will diligently track Ambassador engagement from relevant chapters, monitor meeting attendance, and follow up on their fundraising efforts. Working closely with the Assistant Director of IFC Relations and Assistant Director Student Organizations, this role ensures Greek life is seamlessly integrated into overall event planning. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Student Relations

- The Assistant Director of Student Organizations is responsible for overseeing, engaging, and managing all student organizations outside of IFC/Pan chapters. This individual should be knowledgeable about a variety of student organizations on campus- previous experience with student orgs is ideal but not required. The AD of Student Organizations will develop strategies to bring more student organizations on board, recruit Ambassadors from various groups, and diligently track Ambassador engagement from their respective organizations. This includes but is not limited to monitoring meeting attendance, and following up on their fundraising efforts. This individual possesses strong organizational, relationship-building, and communication skills, and should be comfortable giving presentations. This role will be the primary contact for student organizations, fostering collaboration within their groups to maximize their engagement and fundraising impact. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Operations

- The Assistant Director of Operations is responsible for overseeing Captain and Ambassador development, in addition to managing team logistics. On an internal front, this role prioritizes maintaining high Captain morale and fostering their effectiveness as leaders. The AD of Operations oversees and plans activities that develop leadership skills and team spirit among Captains and Ambassadors, including but not limited to – team fundraising nights, bonding nights, Ambassador Retreats (1 per semester), and team projects through the use of committees. They are also responsible for the “Organization Presentation Initiative” where Captains will give introductory presentations at each organizations’ meetings. This role requires seamless collaboration with other Assistant Directors and the Overall Director. Together, they ensure the success of the Ambassador program and empower Captains with the latest information and resources needed to effectively manage their teams. As the primary point of contact for other Captain teams (Dancer Engagement, Recruitment, and Family Relations), this AD gathers crucial information for Ambassador presentations. This position plays a vital role in shaping a positive and impactful experience for both Captains and Ambassadors, and requires a passionate and analytical individual with strong communication and organization skills. This individual thrives in a collaborative environment and possesses a knack for problem-solving and creative thinking. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Outreach

Assistant Director of Community Engagement

- The Assistant Director of Community Engagement will be responsible for broadening our organization's connections within the greater Gainesville community by enhancing awareness about DM at UF’s mission intentionally to our Community Members and Hospital Staff. One of their goals will be to establish closer relationships with our external stakeholders and create interpersonal connections with our organization’s internal members and our community. The position will entail target engagement groups: Community Members and Hospital Staff. They will be responsible for facilitating Hospital Staff engagement opportunities, building trust between our program and our external community, and personally inviting them to any DM at UF events (i.e. Moralloween, Fall Kickoff, the Main Event). This position will also be responsible for the organization and creation of Giving Tuesday, as well as coordinating multiple volunteer events for Captains and other internal members to attend and participate in throughout the year. By actively outreaching to our Greater Gainesville Community, we can strengthen the relationships with our partners outside of our organization. This AD will work in tandem with Digital Marketing

and Public Relations Assistant Directors to spread volunteer opportunities and awareness of our external partners through social media, as well as manage the Captain team's social media. All Outreach ADs will collaborate with the Overall Director throughout the year to work on shared ideas and projects. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of University Relations

- The Assistant Director of University Relations will be responsible for engaging with the internal university community, which includes but is not limited to, internal member parents, UF Faculty/Staff, and any other university-affiliated relations. This role will actively promote the message and mission of DM at UF among external organizations that are not solely service-based, such as fundraising nonprofits. One of the goals of this role is to establish stronger, more meaningful connections with UF Faculty, Staff, and other student organizations, in order to encourage their participation in our events and express our gratitude. This role will also focus on improving internal communication within our organization and building relationships with other external organizations on campus. Additionally, the Assistant Director will engage with faculty to facilitate networking opportunities for our members. Specific responsibilities of this role include executing Family Appreciation Week, engaging in collaborative efforts with other student organizations, conducting service check-ins in Turlington in collaboration with the Dancer Engagement Assistant Director of Check-Ins, and organizing team bonding activities for Captains. All Outreach ADs will collaborate with the Overall Director throughout the year to work on shared ideas and projects. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Logistics

- The Assistant Director of Logistics will work alongside the Overall Director in facilitating all logistical aspects of the team, with a major emphasis on fundraising, and intra-team communication (i.e. emails, messaging platforms, Google Docs, Excel spreadsheet tracking, etc). This position will closely work with finance to coordinate the finances of said details and will also be responsible for tracking and arranging Captain fundraising activities throughout the year. On top of this, this position will also be responsible for facilitating intra-team communication regarding sending out meeting minutes within 24 hours of each meeting, as well as taking attendance at all mandatory Captain meetings throughout the year, creating an up-to-date Outreach Google Calendar, organizing team sign up spreadsheets for events such as Giving Tuesday and other volunteer events, and working alongside the Overall Director to develop an in-event experience for our external Community Members, faculty, staff, and Hospital Staff to engage with during the Main Event. All Outreach ADs will collaborate with the Overall Director throughout the year to work on shared ideas and projects. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Partnerships

Assistant Director of Monetary Donations

- The Assistant Director of Monetary Donations will be responsible for facilitating all monetary solicitation outreach as well as coordinating Hospitality Nights and Drive-to-Business nights for DM at UF. For monetary outreach throughout the year, this AD will create prospecting and outreach lists and work with Captains to execute all solicitations, holding Captains accountable for securing these monetary donations. For hospitality nights, tasks will include setting up the events with local businesses, and collecting the money from each of them. This individual will keep a detailed calendar of all of the Hospitality Nights/Drive-to-Business Nights and will need to be a very organized person. In addition, this AD will be responsible for securing the food

trucks for Miracle Market. This position requires an ability to communicate, plan, and schedule efficiently throughout the year. Job responsibilities are subject to change and might include additional tasks/duties on the evolving needs of the team.

Assistant Director of In-Kind Donations

- The Assistant Director of In-kind Donations will be responsible for facilitating all in-kind solicitation outreach regarding food for all events deemed necessary (including but not limited to Transform Today, Moralloween, and the Main Event) as well as assisting in the planning and execution of the Silent Auction at the Main Event. For all food donations this includes creating prospecting and outreach lists for captains and working with them to secure all food donations. The Assistant Director of In-kind Donations will be the primary point of contact for all food donors come Main Event, and will coordinate all food pick-up and delivery times throughout the year. For the Silent Auction, this includes facilitating and organizing all in-kind donations with specific duties such as cataloging and holding the items, ensuring there are enough items at the auction, creating pick-up arrangements for the items, and holding Captains accountable for securing all forms in-kind donations throughout the year. This position requires an ability to communicate, plan, and schedule efficiently throughout the year. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Stewardship

- The Assistant Director of Stewardship will be responsible for assisting in all stewardship efforts and new incentive ideas. This includes maintaining relationships with previous and current sponsors, performing bi-monthly partner stewardship, and tracking all donations, both monetary and in-kind. The Assistant Director of Stewardship will also be responsible for filling out donation requests and grant applications from corporate sponsors and corporate food sponsors. As contracts are in the stages of being finalized, this AD will review the contracts and keep track of the incentives offered and make sure they are kept. At the Main Event, they will coordinate with Multimedia to photograph banners, scrolling Jumbotron logos, and any other incentivized items. This AD will also be in charge of making sure incentives promised for the Main Event are in place, this will involve updating all partner incentive tracking sheets and communicating with the appropriate teams in order to ensure all donors are being taken care of correctly. After the event, they will be responsible for returning any banners or items businesses lent us for the event as well as delivering partner thank you bags. This person should be a well-organized individual with strong professional communication skills. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Events

- The Assistant Director of Events will be responsible for the planning and execution of Miracle Market, Miracle Kitchen, and the Partner Appreciation Event, and any other Partnerships related events. This AD will work closely with the Family Relations Assistant Director involved in planning events for families, as well as any other assistant directors on other teams involved in planning other events. For the Partner Appreciation Event this AD will work in collaboration with the Assistant Director of Stewardship. For Miracle Market, this AD will work closely with the City of Gainesville and the Florida Vintage Market to make sure the event is set up and prepared for properly. This AD will also be the liaison for other Captain teams if they would like to set up a booth or sell items. They will also be in charge of directing Partners when they arrive at the event and following up with Captains throughout the fall on who will be attending. This individual will also communicate with Organizations to collect contributions for our events throughout the year. Finally, during the Main Event this AD will be responsible for overseeing and monitoring the Silent Auction. Recommended to be a creative and visionary thinker to help take DM at UF 2025 to the next level. Job responsibilities are subject to change and might include additional

tasks/duties based on the evolving needs of the team.

Assistant Director of Logistics

- The Assistant Director of Logistics (or Internal Affairs) will work closely with the Partnerships Overall and other ADs from different teams. They will be responsible for working alongside the Partnerships Overall in managing and tracking all Captain fundraising and encouraging the team throughout the year to exceed goals through holding them accountable. This AD will also be the liaison between Partnerships and other Captain teams throughout the year. They will also manage Alumni relations, acting as the liaison between the Partnerships team and all alumni. They will also be in charge of managing the Partnerships Social Media Accounts as well as working with the Digital Marketing team to create all signage when needed for all Hospitality Nights and Partnerships Events. This AD will manage team bonding events throughout the year by creating new and different ideas to inspire Captains to get more involved with the team. There must be at least 3 required bonding events per semester and 3 other optional events. This position will be responsible for taking attendance and minutes at all meetings/events and managing excuses. Recommended to have strong creative skills and a passion for bonding. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Productions

Assistant Director of Talent Relations

- This position will secure entertainment acts for DM events throughout the year for all campus events and for the Main Event. Entertainment acts include DJs, musical acts, dance groups, the Hypnotist, and more. This AD will work with the Operations Manager on the timeline for entertainment, will create and collect contracts and technical sheets for talent, and will be the liaison between DM and the O'Dome regarding production aspects for talent. This position will also be in charge of working out the logistics of sound equipment for campus events and getting or collaborating with others to get any other equipment necessary for campus events and the Main Event, such as speakers and Silent Disco Headphones. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of External Logistics

- This position will work on planning campus events and the Main Event for DM members, UF students and Miracle Families. These events will include Captain Events in Fall and Spring, Transform Today, Miracles In Color 5K, Kick-off Event, and other ideas to come. This AD will be responsible for assisting the Operations Manager and Productions Overall with safety plans and event maps for campus events and collaborating with other teams for the execution of their events if needed. Additionally, this AD will oversee the building of the Homecoming float and will work closely with Morale to assist with their campus events, such as Moralloween and Morale Madness. In terms of the Main Event, this individual will serve as the liaison between O'Dome and DM at UF regarding logistics for the Main Event. This includes overseeing all security, clean up, set-up, and strike at the Main Event. This AD will also be responsible for overseeing Dancer Walk and Bag Check at the Main Event, and managing all Productions Captains throughout the event. This includes creating Main Event Maps and Captain schedules, and prepping Captains for their Main Event roles.

Assistant Director of Internal Logistics

- This position will be in charge of all internal logistics for the team: such as tracking attendance at meetings, events, and bonding opportunities throughout the year. They will also be responsible for recruiting potential Captains to apply for the Productions team, coordinating team bonding activities, and engaging Productions team Alumni. AD of Internal Logistics will also be in charge

of coordinating Pro Bros and Mentor/Mentee pairs. This position will also be in charge of all communication with ELPs that are potentially interested in Productions. They will coordinate meetings and shadowing opportunities for these ELPs. This AD will be in charge of the Productions Instagram throughout the year, making graphics and creative content to keep the account active. Before and at the Main Event, this AD will be in charge of Theme Hour committees who coordinate set-up, strike and logistics for Theme Hours and will spearhead this during the Main Event. This includes planning the amount of pipe & drape and tables for Theme Hours, making sure that Theme Hours are planned logistically and creating floor plans.

Assistant Director of Fundraising

- This position will be responsible for all planning, coordinating, and tracking all of Captain fundraising. During fundraising campaigns/pushes, this position will create Productions specific text templates and social media graphics for the Captains to use, and they will update the team on their fundraising efforts throughout events and pushes. This AD will help the Overall with fundraising plans for various fundraising campaigns and the Main Event by creating a team plan. This AD will work with each captain on creating personal fundraising plans/ideas and track their progress throughout the year. They will be responsible for meeting with Captains to discuss their fundraising efforts and helping them reach their goals. This position will be in charge of planning and executing team fundraisers, as well.

Public Relations

Assistant Director of Internal Communications

- The Assistant Director of Internal Communications will serve as the point of contact amongst all members of the Public Relations team. They will assist with recruiting eligible Captains during application season and establish a connection with each Captain early in the year. This individual will spearhead internal scheduling plans throughout the year and will add all events to the team calendar. They are responsible for planning team bonding events throughout the year by creating new and different ideas to inspire Captains to get more involved with the team. There must be at least two required bonding events per semester and two other optional events. This individual will also be responsible for monitoring team fundraising efforts throughout the year, especially during large-scale events and fundraising pushes. They will help come up with new ideas to increase fundraising and plan all team fundraisers. This individual will also take attendance at all Captain meetings and events and assist the Overall in addressing concerns/extreme absences with Captains. They will serve as the liaison between the Public Relations Team and the Public Relations Alumni Captains, and write monthly newsletters to be sent to the Public Relations Alumni Captains. This individual will also maintain a strong relationship and line of communication with Family Relations to receive updates regarding our Miracle Families. Leading up to the Main Event, they will assist the Public Relations Overall with developing team timelines. This individual must be a strong leader with confidence and compassion to help ensure that every Captain's experience is as positive as possible. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of External Communications

- The Assistant Director of External Communications will be responsible for assisting with all press releases, blog posts, and campaign messaging. They will work closely alongside the Public Relations Overall to edit all press releases to be shared with media outlets. They will serve as the liaison between Dance Marathon at UF and official media sources and representatives. This individual will be responsible for escorting media during all official events, maintaining communication with outside media sources, and stewarding donors, sponsors, and partners.

They will also act as a liaison between the Public Relations team and the Outreach and Partnerships teams to fulfill these tasks. This individual will oversee a committee of Captains responsible for the creation of blog posts throughout the year. They will lead a brainstorm of blog topics during meetings and assign topics to Captains, overseeing the creative process and editing drafts. They will also organize a timeline of blog posts to be written. This AD will also work directly with the Public Relations Overall to develop the messaging of each fundraising campaign throughout the year. They must have excellent writing skills, and offer a new, creative perspective for the marketing of DM at UF. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Assistant Director of Social Media

- The Assistant Director of Social Media will be responsible for managing @ufpublicrelations on Instagram and will work directly with the Public Relations Overall to prepare social media posts for @dmatuf. They will ensure that @ufpublicrelations remains active throughout the summer and school year, generating ideas for posts and creating graphics or taking photos when necessary. This individual will be in consistent communication with the PR Overall to discuss creative ideas for @dmatuf Instagram, Facebook, and Twitter. They will assist with social media captions and post ideas. This individual will consistently work with the Digital Marketing ADs of Design to coordinate the development and scheduling of graphics, as well as the Multimedia AD of Social Media to select photo and video content. They will refer to the official social media calendar in order to meet the appropriate deadlines. This individual will also lead a committee of Captains, getting their input on ideas for all social media platforms and delegating tasks effectively. They will seek ways to improve audience engagement, gain new followers, and develop content that connects with all audiences (the DMA, Dancers, Sponsors, Captains, Ambassadors, General Public, etc.). This individual must possess a high level of creativity and strong time management skills, ideally with some graphic design experience or interest. Job responsibilities are subject to change and might include additional tasks/duties based on the evolving needs of the team.

Recruitment

Assistant Director of Stewardship

- The Assistant Director of Stewardship will be responsible for the thanking and appreciation of all organizations contacted by the Recruitment team. They will help to create and support positive interactions amongst Dance Marathon and other on-campus organizations. This Assistant Director will also be responsible for supporting captains through one-on-one meetings and bonding events throughout the year. They will help ensure the positive engagement of Recruitment captains.

Assistant Director of Tracking

- The Assistant Director of Tracking will be responsible for tracking all points, meeting minutes, fundraising, and engagement for tabling, flyering, and events. This entails keeping each Captain up-to-date with their points and hours, and ensuring all sign-up shifts are filled. This position would be responsible for monitoring all fundraising efforts throughout the year. They will make sure that every captain is meeting their required fundraising goals as well as problem solve when needed. This individual will come up with at least 1 major fundraising event for the recruitment team for each semester. Also, This individual will serve as the merchandise chair for distributing and keeping track of Check-In shirts, polos, and in-event shirts. They must be extremely organized as they will be keeping track of payments, points, dates, and organization of dates.

Assistant Director of External Engagement

- This Assistant Director will be responsible for maintaining a strong presence and spreading our

cause across campus through various methods which will include tabling, flyering, presenting to organizations, and obtaining supplies for said events. They will also be responsible for the presence of captains at these various events. Additionally, they will be in charge of reaching out to varying organizations and setting up opportunities to present or speak about DM at UF. This individual will be in charge of the recruitment and retention of all potential campus organizations and incorporating them into the DM at UF community.