

# Dance Marathon Central Planning Team Board of Directors

**Thank you for your interest in the 2009 Dance Marathon. The information listed below will assist you in completing your application.**

## **Qualifications**

To qualify for a Director or Assistant Director position, you must meet the following basic qualifications:

- ❖ Must be a full-time, Rutgers University undergraduate student.
- ❖ Must have and maintain a 2.5 cumulative GPA
- ❖ Must be in good standing with Rutgers University
- ❖ Must have at least one full year of Dance Marathon involvement (Director, Assistant Director or Captain)
- ❖ Successful completion of previous Dance Marathon leadership responsibilities.

## **Application Instructions**

All candidates must complete the attached application. Applications should be submitted to the Dance Marathon Office (15 Bartlett Street - CAC) and are due by **5:00 PM on Friday, April 25, 2008.**

## **Interviews**

*Please note: Not all applicants are guaranteed an interview. Candidates selected for an interview will be notified by April 30.*

- ❖ Interviews will be held May 5, 6 & 7, 2008.
- ❖ Interviews will last 45 minutes.
- ❖ Please wear professional attire.
- ❖ If invited to interview, candidates will be provided with interview preparation instructions.

## **Important Candidate Information**

If selected, you **must** be able to commit to the following (there are no exceptions):

- ❖ RU Alumni Week Volunteer Shifts (May 12-17, 2008)
- ❖ Board of Directors planning retreat – (May 19, 20 & 21)
- ❖ Summer Team Meetings – Directors & Assistant Directors
- ❖ Weekly meetings (Every Tuesday, **8:00 PM** beginning in September)

## **Central Planning Team Board of Directors**

The Board of Directors serves as the leadership team for Dance Marathon 2009. As a group, the Directors will set both broad and specific goals. It is their responsibility to provide the vision for next year's Marathon. Individually, each Director will be responsible for one of the six core areas of Marathon planning. All Directors will be expected to exhibit the following attributes:

- Knowledge and understanding of the Dance Marathon's history and purpose
- Well developed communication skills, both written and oral
- Ability to work cooperatively in a team setting
- Ability to hold peers/friends accountable
- Ability to handle diverse responsibilities
- Willingness to create and implement new ideas
- Willingness to commit the necessary time and energy needed by Dance Marathon
- A strong passion for the Dance Marathon

### **Director Positions**

**Director of Community Outreach:** This team is responsible for all external (non-university) communication. Areas of responsibility include public relations, family relations, parent relations and alumni relations.

**Director of Entertainment:** This team will plan ambitious, creative and unpredictable Dance Marathon events. This team will create a comprehensive entertainment/activity plan for all pre-Marathon events as well as Marathon weekend activities. Responsibilities will include Theme time planning, Video/media productions, Line Dance, Dancer Assistants, Marathon activities/contests and Marathon entertainment.

**Director of Finance:** This team will manage all financial aspects of the Dance Marathon. The Director will create a comprehensive plan to solicit university and corporate funding. In addition, the Finance team will track all student fundraising efforts and coordinate special fundraising events. Additional areas of responsibility include, concession stand fundraisers, DM Ad Journal, letter writing campaign and DM Gear. Students applying for this position should have some background in accounting/finance.

**Director of Operations:** This team will coordinate all logistical planning for pre-Marathon and Marathon weekend activities. Areas of responsibility include hospitality, security, emergency services and DM set-up and breakdown. This team will work closely with university staff to coordinate all logistical aspects of Marathon weekend.

**Director of Recruitment:** This team is responsible for communicating with all internal (campus) constituents. Areas of responsibility include volunteer recruitment (Captains, Dancers and Volunteers), faculty relations, special promotions and the DM website.

**Director of Volunteer Management:** This team will effectively educate and manage the Dance Marathon volunteer contingent (Captains, Dancers and Volunteers). The Volunteer Management Team will coordinate all Dancer logistics (registration, communication and education). In addition this team will coordinate all Volunteer logistics (registration, communication, training and scheduling). This team coordinates the Spirit Competition as well as visitor registration during DM weekend.

Questions should be directed to:

JoAnn Arnholt  
Dance Marathon Advisor  
15 Bartlett St., CAC  
732-932-7692  
arnholt@rci.rutgers.edu

**RU Dance Marathon  
Board of Directors  
Due Friday, April 25, 2008**

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

GPA: \_\_\_\_\_ RUID: \_\_\_\_\_

Class Rank for fall 08:          Sophomore      Junior          Senior

Director Positions: Please rank in order of preference.

- \_\_\_\_\_ Director of Community Outreach
- \_\_\_\_\_ Director of Entertainment
- \_\_\_\_\_ Director of Finance
- \_\_\_\_\_ Director of Operations
- \_\_\_\_\_ Director of Recruitment
- \_\_\_\_\_ Director of Volunteer Management

On a separate sheet, please retype the question and answer each thoroughly.

1. Please list the approximate number of academic credits you plan to take for fall 08 and spring 09. What is your major?
2. What are your summer 08 work/school/internship plans?
3. Will you have a job or internship during fall 08 or spring 09? How many hours per week are required for this job or internship?
4. What other campus organizations/clubs are you involved with? List each and indicate the approximate amount of time per week each activity requires. Indicate whether you hold a leadership position in any of these organizations. List the name of each organization's advisor.
5. List your previous DM experience and level of involvement?

**OVER**

Please rate your skills in each of the following areas. These answers will assist us in placing candidates on the most appropriate Planning Teams.

	<b>Strong</b>	<b>Moderate</b>	<b>Low to None</b>
MS Word			
MS Excel			
MS Access			
MS PowerPoint			
MS Publisher			
Adobe Photoshop			
Video Production/Editing			
Running a Meeting			
Leading a Team			
Working in Teams			
Multi Tasking			
Public Speaking			
Event Planning			
Delegation			
Time Management			
Soliciting Donations			
Website Design			
HTML			
Organizational Skills			
Others:			

**Due: Friday, April 25, 2008**  
**Attach this form to your answer sheet(s)**