

# 2026 Summer Event Assistant Job Description

**Redwood Coast K-16 Educational Collaborative**

**Pay Rate:** \$22/hour

**Dates of Employment:** May 19th - June 24th, 2026 (weekdays)

**Hours vary based on event**

**Hiring multiple positions**

**This is not a State Position**



**Position Summary:** Under the direction of the event coordinators, this position will serve as assistants for High School Readiness Retreats in June 2026. This position is responsible for assisting in administrative tasks and logistics throughout the event.

## **Key responsibilities:**

- Event assistants must be reliable, take charge when asked, follow directions and remember several procedures in order to keep students safe.
- These events follow an agenda written by the event coordinators, but require flexibility and ability to problem solve in the moment.
- Event assistants must be able to work independently to complete tasks outlined by the event coordinators.
- Event assistants must be able to manage a small group of students (15 or less) for short periods of time to relieve mentors on breaks.
- Event assistants must be adept at navigating the Cal Poly Humboldt campus.
- Event assistants will work in collaboration with event mentors and school chaperones and must demonstrate the ability to communicate effectively.
- Event assistants will work to foster college and career interest with young students.
- Other duties as assigned by the event coordinators.

## **Schedules:**

- Training Weeks (May 19th-May 21st and May 26th-May 28th)
  - Day only: 9:00am - 4:00pm
- Week Long Event (June 1st-5th and TBD)
  - Day Shift: 7:00am - 4:00pm
- Single Day Events (June 8th-11th, and TBD)
  - Day Only: 9:00am - 5:00pm
- Closing Days (June 23rd and 24th)
  - Day Only: 9:00am -2:00pm

## **Minimum Qualifications:**

- 18 years or older
- The events all involve minors: staff must pass 2 background checks and complete mandated reporter training (to be paid by Redwood Coast K-16 Collaborative upon successful hiring)
- Enrolled in a Post-Secondary program (trade program, certification program, community college, 4-year university)
- Reliable transportation (personal vehicle preferred)

## **Preferred Qualifications:**

- CPR/First Aid Certified
- Experience working with students
- Experience with conflict management
- Experience with event or administrative support

**Application Instructions:** To apply submit

1) Fill out [this application](#)

2) the [SPF Self-Identification Form for Job Applicants](#) to Raymie Poole at rmp107@humboldt.edu

**Application Review Date:** February 26th, 2026. Open until filled.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within Cal Poly Humboldt SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Humboldt SPF employees who apply for this position.