



STUDENT HOST JOB DESCRIPTION

John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902
(828) 837-2775

Student Host Job Description:

Student Hosts hold a unique position at the Folk School. Unlike the year-round staff who go home at night and the regular students who are here for only a week, hosts are fully involved in the daily life of the School for a 16-week period. The primary goal of the host is to help students and instructors have a good experience during their time at the Folk School.

Responsibilities:

The Hosts report to the Program Operations Manager and work closely with the Programming team and as well as many other Folk School staff. Hosts are responsible for:

- Welcoming students and instructors at orientations and meetings
- Leading blessings, announcements, and assist dining hall staff with serving at meal times
- Leading morning walks
- Set up and break down of daily activities, weekly concerts and special events
- Leading activities and off-campus tours
- Studio set up for each incoming class. This includes moving tables, lights and miscellaneous equipment.
- Serving as the after-hours contact for students and instructors
- Responding to emergency calls at nights and on weekends (when the office is closed).

Requirements:

- The Host is flexible and adaptable to different situations and a variety of student and instructor needs that may arise. A calm demeanor is necessary to interact with students who are sometimes anxious and unsure of their new environment. A Host is observant of the needs of others and willing to assist in any way possible.
- Host must have a valid driver's license. There may be occasions when a Host will be asked to take a student to the doctor or run an errand.
- Physical strength and stamina are necessary and the host must be able to lift at least 40 lbs.
- The host is required to live on-campus and reside in Keith House. Assigned tasks begin at 7:15 a.m. and often do not end until 10 p.m. After hours and during weekends, a Host must be available to respond to the needs of students and answer emergency phone calls. With a two-host program, time can be arranged for one Host to be off-duty from Friday at 6 p.m. until Sunday at 1 p.m.

Compensation:

- The Host receives three guaranteed spots in classes of their choice. Hosts also have the opportunity each week and weekend to take additional classes on a space-available basis. Note: Many classes have additional material fees. These fees are the responsibility of the host.
- A food allowance is provided each month to cover food costs when the Dining Hall is closed.

How to apply for the Student Host Program:

To apply, visit: <https://folkschool.slideroom.com/#/Login>