

Job Description
Director of Social Services
Institute for Continued Learning
Willamette University

The duties for the Director(s) of Social Services shall be as follows:

- Plan and arrange for catering, entertainment, and other appropriate activities to celebrate semester opening and closing sessions. This includes arranging for the summer picnic, ordering coffee and food for the opening session each semester, and ordering food for the end of semester luncheons from Bon Appétit. Entertainment is usually arranged for the fall end of term luncheon. The maximum number of guests for the seated luncheons in the Montag Den is 117 (13 tables with 9 people at each table).
- The Bon Appétit contact is Tricia Matte (catering@willamette.edu) who should be contacted 3 to 4 weeks in advance. She will help you plan the meal. Her cell phone number is (503) 381-3704 and her Bon Appétit telephone number is (503) 370-6711. Bon Appétit's number is (503) 370-6005.
- For chairs and tables contact Jeff Bolt (jbolt@willamette.edu). He should be contacted at least one week in advance, but he would appreciate earlier than that.
- Confirm with Tom Zook that all is in order (room is reserved, microphone available) for the dates requested by the curriculum committee.
- The annual summer picnic falls under the Social Committee's jurisdiction. The picnic is usually scheduled for the 2nd or 3rd Wednesday in August. The picnic head reserves the park facility in April and supplies the hot dogs, condiments, and drinks at the picnic.
- Provide telephone calls and cards to members who may have experienced illness, significant loss, or other circumstances, which may warrant WU/ICL recognition, and announce in class (**if member or family consents**). When a member dies, ICL Treasurer sends a \$50.00 check to charity of family's choice. Call family to find out which charity.
- Handle all other social correspondence and activities as may be deemed necessary by the Board and requested by the Executive Director.
- Ensure that all social activities fall within applicable University policies and procedures.

- Work in conjunction with the Executive Director and the Director of Information Services to ensure that members are informed of all significant relevant information regarding scheduled social events.

(A notebook outlining detailed procedures for the above is available.)

MONTH-BY-MONTH TIMELINE:

EARLY AUGUST:

E-mail Jeff Bolt (Jbolt@willamette.edu) order 140 chairs, tables for refreshments, podium

E-mail Tricia Matte (catering@willamette.edu) order refreshments for Fall Opening Day reception (sample of order attached).

Contact head of picnic and make sure everything is in order for the picnic.

Send announcement to either Peter Ronai or Mieke Visser about the picnic.

SEPTEMBER:

Arrive at Opening Day room early to make sure everything is in order. The door might be locked.

Begin thinking about entertainment for the Fall end-of-semester luncheon (contact Music Department?)

NOVEMBER:

Early November, make an appointment with Tricia Matte in Bon Appétit to plan menu for the end-of-semester luncheon; be sure to include a gluten-free, vegetarian option (sugar-free would be good, too).

Choose linens with Tricia's help.

E-mail Jeff Bolt and request maximum tables, chairs, tables for buffet items and beverages, and podium. Sometimes a table by the front door is needed.

Invite staff members to luncheons as suggested by Director. The following staff members were invited to the ICL luncheons last year: Marlene Moore, Dean of Liberal Arts (moorem@willamette.edu); Kathleen Kellay (kkellay@willamette.edu); Liesa Kister (lkister@willamette.edu); Jim

Bauer, Vice President for Administrative Services (jbauer@willamette.edu); Dennis Bergvall, Vice President for

Advancement (dbergval@willamette.edu). Check with Director to see who should be invited. You may have to call them but most get back to you by e-mail. Be sure and tell them the choices of entrée and dessert.

Send an e-mail announcement about the luncheon to Peter or Mieke. Be sure to say when you will begin and end collecting money; checks only made out to WU/ICL for \$10.00. Stop collecting the week before event.

Bon Appétit needs to have the numbers to them a week before the luncheon (they may be willing to make a small adjustment a little later if necessary).
Keep a list of who paid and number of vegetarian, gluten-free, p and tell Tricia

E-mail Jeff Bolt and tell him the exact number of attendees

Make announcement before each class meeting (a.m. and p.m.) about the luncheon

You will need to have centerpieces for the tables (I have gone to Home Depot early on Black Friday morning and purchased the 99 cent poinsettias—they are very popular)

You will need to number the tables.

Devise a plan for which table starts the buffet line and which person gets the centerpiece from each table.

DECEMBER:

Arrive early to make sure the luncheon room is being prepared. Put centerpieces on tables. Offer to help, if necessary.

Count number of checks and total amounts of checks and give all to Treasurer.

E-mail Tricia with order for Spring Opening Day reception (same as for Fall).

E-mail Jeff and order tables and chairs for Spring Opening Day (same as for Fall)

When you receive an invoice from Bon Appétit, forward it to Treasurer

JANUARY:

Arrive early at Opening Day room to make sure everything is in order.

Contact head of picnic to see if she will continue to head the picnic in

August.

MARCH:

Middle of March, make an appointment with Tricia Matte in Bon Appétit to plan menu for the end-of-semester luncheon.

E-mail Jeff Bolt and order tables and chairs, podium, and serving tables

Check with head of picnic to remind her that she needs to make a reservation for the park.

Check with Director to see if same staff members should be invited to end-of-semester luncheon.

APRIL:

Prepare announcement about the end-of-semester luncheon and send to Peter/Mieke.

Prepare announcement about the August picnic and send to Peter or Mieke.

Jan Miller told me that she will head the picnic again this summer.
Announce information about the luncheon before each class meeting.
Collect and record checks for the luncheon until one week before luncheon.
E-mail Tricia (Catering) and tell her the numbers.
E-mail Jeff and tell him the number of chairs and tables needed.
Think about centerpieces for the tables (Freddy's has lovely geraniums around that time).
When you receive an invoice from Bon Appétit, forward it to ICL Treasurer

MAY:

Arrive early at luncheon room and make sure everything is ready.
Place centerpieces on tables.
Help the table setters, if necessary
Figure out which table should start the buffet line
Who gets to take home the centerpiece at each table?
Make announcement about the summer picnic or ask Director to make announcement

Yay! You are done!

Any Questions?

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