



## Games Summer Coordinator

### Overview

- This is an extracurricular student leadership role with the Wisconsin Union Directorate (WUD) programming board, designed as a hands-on learning experience.
- Each committee of WUD is committed to amplifying the voices of underrepresented communities through thoughtful and deliberate programming that targets societal issues. WUD leaders have an obligation to use the privilege of our organization and the power of our positions to continually educate ourselves and provide the same opportunities to our communities.
- Successful applicants for WUD Leadership positions will demonstrate a commitment to social justice during the interview process and, upon selection, commit to continually highlighting inequalities due to racial, environmental, societal, and any other type of discrimination that our campus, country, and global communities face through their committee processes and programming efforts.
- Given the significant time commitment of a summer coordinator position (10-15 hours, weekly), a stipend is provided to increase the likelihood these student leadership positions are accessible to all students. An academic stipend of \$1500 will be distributed in three payments across the summer. Additionally, a \$50/month Wiscard stipend is provided in June, July, and August in gratitude for the student's service.
- The Games Summer Coordinator Position runs April - early September and includes onboarding and training opportunities to be scheduled with your advisor. The Games Summer Coordinator must be available for 7 Sundays between June 1 - August 31 for Game Nights, and one day a month for Online Game Nights.

### Committee Purpose

The WUD Games committee crafts connection and community through gaming. This community should have a strong focus on being inclusive to everyone, regardless of identity or experience within the gaming space. WUD Games has a central structure around talking and discussing games of all varieties. This would include both video and board games, and all other manner of things that are considered games.

### Summer Program Responsibilities:

#### 1. EVENT PLANNING & EXECUTION:

- Manage and oversee a bi-monthly summer game special event series (bingo, trivia, board and/or card games, video gaming nights, etc.) and monthly summer online game nights on the WUD Games Discord.
- Complete event setup which may include setting out board games and setting up multiple consoles including switch, xbox, playstation, and steamdeck
- Manage game checkouts
- Offer game recommendations based on player count, time commitment, and interest
- Coordinate reservation logistics and projection/equipment needs with Union AV staff and the Campus Events Services Office (CESO).
- Create & facilitate attendee interaction by welcoming people into the space, encouraging participation, and occasionally teaching games
- Monitor game usage and intervene when games are misused
- Perform an audit of board games, controllers, and consoles after every game night
- Monthly Online Game Nights on the WUD Games Discord
- Select up to two games to feature
- Be in the Discord voice chat for the entire duration of the event
- Welcome people into the voice chat and encourage participation and conversation
- Manage steam game rentals throughout the week
- Complete weekly program evaluations
- Handle game and equipment purchasing when needed
- Update program files, documents, and spreadsheets
- Work with the incoming Games Director to coordinate Wisconsin Welcome program(s)

## **2. MARKETING & OUTREACH:**

- Work with Union Marketing to design a summer promotional campaign by the end of the spring semester; promote summer and early fall programs through print and digital publicity; and ensure Memorial Union, Union South, and the WUD Games Discord have promotional materials and advertising.

## **3. MEETINGS & TIME EXPECTATIONS**

- Attend weekly Games Committee meetings in April and May, facilitate summer programming discussions.
- Schedule and attend turnover meetings with the outgoing Director & ADs and Advisor in the spring and with the incoming Director & ADs and Advisor in the late summer.
- Hold regular weekly office hours during the summer term of office.
- Meet with the Games advisor on a weekly check-in basis during the summer term of office.

## **4. COMMUNICATION:**

- Maintain regular communication with the Games Committee--provide updates on the summer program and opportunities to get involved.
- Establish a working relationship with Union units such as Dining Services, Marketing, Campus Events Services Office, and Facilities Management. c. Connect with other committees' summer programmers/leaders to create community and share best practices.

Last Updated: December 2025