

## THON 2026 Executive Committee Application

**On a cover sheet, please provide the following information:**

Name	Major(s)/Minor(s)
Email Address	Cumulative GPA
School Address	Anticipated Credits Fall '25 & Spring '26
Permanent Address	Summer Plans and Location
Phone Number	Top 3 Position Preferences
Current Semester Standing	Attach: Resume

**Please provide complete answers to each of the following questions:**

1. Why do you want to be on the Executive Committee of the largest student-run philanthropy in the world?
2. What past positions and experiences at Penn State and within THON have contributed to your skills as a leader? How will these skills support you in being a member of the THON Executive Committee?
3. Consider areas where THON can grow to improve the culture and further the mission. How would you contribute to developing these goals as a member of the Executive Committee?
4. Specific to the position(s) you are applying for and its role within THON at large, what suggestions or ideas do you have that will improve the individual committee for THON 2026 and beyond?
5. Please include a 1-page single-spaced summary (in a bulleted list) of your goals and visions for THON 2026.

**Directions:**

Applications should be a maximum of 13 pages or less, 1" margins, 12-point font and double-spaced (excluding Question 5). Cover sheets do not count as a page. Applicants should turn in complete applications and resumes via email to Keegan Sobczak at [Director@thon.org](mailto:Director@thon.org) no later than **5pm on Monday, March 24, 2025. Late applications will not be accepted.**

*Please note that not all applicants are guaranteed an interview. Candidates will be contacted by phone regarding interview status on or by Sunday, March 30. Interviews will be held March 31 through April 4, 2025.*

**No gifts or supplemental/additional materials will be accepted.**

**If you have any questions or concerns, please contact:**

Keegan Sobczak: THON 2025 Executive Director ([director@thon.org](mailto:director@thon.org))  
Jeff Zapletal: THON Advisor ([jeff@psu.edu](mailto:jeff@psu.edu))

## **THON 2026 Executive Committee Position Descriptions**

### **Communications Director**

Overseeing the Communications Committee of about 26 Captains and 100+ Committee Members, the Communications Director serves as the primary liaison for all of THON's student volunteers. The Communications Director works in four primary areas: Student Outreach; Diversity, Equity, and Inclusion; Volunteer Education; and Organization Relations. This Director is responsible for collecting, coordinating, and disseminating all of THON's vital information to the 16,500+ THON Volunteers, supporters, and anyone looking to learn more about the Penn State THON.

The Communications Director works alongside the Communications Captains to spread information related to events, deadlines, fundraising, development, announcements, promotions, and more. Additionally, the Communications Director manages THON's student recruitment initiatives such as involvement fairs, information sessions, and info tables. They lead THON's DEI efforts through programming, training, and planning/facilitation of inclusivity conversations. Furthermore, the Communications Director also manages the continuation of THON's education of volunteers across all committees to expand our volunteer's knowledge of THON, and to help them succeed in their roles. In addition to the above responsibilities, the Communications Director is charged with bringing the organization-perspective to all executive-level decisions made within the Executive Committee.

Lastly, THON Weekend responsibilities include helping to provide clear and succinct information to all spectators in the BJC, overseeing the coordination and execution of Captain sleep shifts, and the Lost & Found.

#### **Other General Responsibilities:**

- Sending the THON Chair and THON Volunteer Updates
- Coordinating tours of Penn State Health Children's Hospital
- Managing the THON Office
- Coordinating with the Office of Student Activities
- Managing the THON Blood Drives
- Overseeing First-Year Committee Captains

### **Dancer Relations Director**

The role of the Dancer Relations Director is to serve, alongside their 24 Captains and 700+ Committee Members, as the primary liaisons to student volunteers selected to dance THON Weekend. They ensure that all dancer processes and protocols are in the best interest of the dancers' safety and well-being by coordinating all logistical aspects of the dancer experience, as well as training and educating

their Captains on how to best provide emotional and physical support to every dancer throughout THON Weekend, so that they can educate their Committee Members on these subject matters as well.

The Dancer Relations Director works very closely with EMS, College of Nursing, and Athletic Training in order to properly train volunteers in EMS and dancer safety practices throughout the year. This Committee prepares the student volunteers selected as dancers by collecting all necessary information and communicating important updates, such as safety and health practices, leading into February. This role will oversee the execution of various pre-THON events such as orientations and workshops for Committee Members, as well as the Commonwealth Dancer Retreat, Dancer Online Pre-Registration, In-person Dancer Registration, Color Wars Kickoff, and Medication Drop-Off for dancers. They are also in charge of coordinating THON Weekend elements utilized by dancers, such as the Line Dance, Dancer Storage, Mail Call, Package Call, Kids Mail Call, EMS services, Athletic Training services, College of Nursing services, and many more. This Director will also plan All-Captain Summit and All-Captain Briefing, as well as Dancer Meeting #1 and #2, Human Tunnel and Dancer Exit Strategy.

## **Donor and Alumni Relations: Alumni Engagement Director**

The Alumni Engagement (AE) Director is responsible for working extensively with members of the Penn State alumni community and creating new ways to involve alumni in THON's yearlong fundraising and awareness efforts. This director incorporates many of THON's fundraising initiatives into the Penn State alumni community and creates various solicitations and awareness pieces provided to them to enhance THON's presence nationwide. You will also help foster student volunteer's knowledge of alumni involvement through various events and resources. The AE director will aid in the execution of AE's campaigns as well as analyzing new initiatives that can be implemented into THON. In addition, the AE Director will work with individuals and alumni groups in the organization of Third Party and Alumni Group Fundraisers via THON Nation.

As the AE director, you will oversee and work to improve THON's solicitation techniques in hopes of expanding our donor base into new demographics. This is primarily accomplished through outreach campaigns, a series of mailers, an increasing online presence, and various channels within the Penn State community. The AE director will also have a large focus on stewardship and maintaining relationships of donors after the donation is made in order for all supporters to feel recognized. Working alongside the Development director, the AE director will continually develop ways to recognize the efforts and support of our donors. The combination of both DAR committees executes all benefits allotted to companies and alumni throughout the year based on their level of support. These include writing handwritten thank you cards, recognition on THON.org, suite access THON Weekend, and behind-the-scenes tours of the BJC THON Weekend.

In this position, the AE director works closely with the Penn State Alumni Association, Dance Marathon Alumni Interest Group (DMAIG), and various alumni groups across the country.

## **Donor and Alumni Relations: Development Director**

The DAR Development Director works in three primary areas to ensure financial growth and participatory involvement in THON: actively soliciting new individual and corporate donors, retaining and benefitting existing donors, and developing initiatives that grow the organization's revenue streams.

As DAR works with corporate and individual donors, the Development Director works actively to solicit new corporate and foundation sponsors, maintain existing relationships, and execute large solicitation campaigns. Through the creation of THON's benefit structure, DAR provides opportunities for large and small donors to engage and donate to THON in meaningful ways. The Development Director works extremely close with the Alumni Engagement Director, Annual Giving, Planned Giving, Corporate Engagement, University Development, and other entities to ensure effective solicitation campaigns.

In addition to seeking out new partnerships and contributions, the Development Director must steward and retain existing donors through benefitting and thank you projects. In order to secure recurring donations, either monetary or in-kind, he or she will need to continue building upon existing relationships. For general donors, the Development director also oversees THON's Giving Society. Strong interpersonal skills and professionalism are essential.

Lastly, and maybe most importantly, the Development Director is responsible for creating strategies that ensure long-term financial growth for THON. This can involve projects targeted at how THON interacts with donors at every stage of their journey, creating or restructuring giving programs, developing strategies for growth in various donor segments, as well as thinking about comprehensive strategies to retain donors. While fundraising for the current year is important, this director must be able to take a 5-10 year perspective in developing ideas that will enable greater fundraising years.

This director will lead a committee of 16 captains who aid in the management of giving programs, stewardship, creation of solicitation campaigns and partnerships, engagement of the local community, in addition to other roles.

## **Entertainment Director**

The Entertainment Director's primary focus is to ensure the highest level of production value in performances and audio/visual entertainment at every THON event throughout the year. The position is broken down into three buckets: production/event management, talent management, and spectator engagement (through in-person and digital opportunities).

The ENT Director is the primary liaison with Production Management at the Bryce Jordan Center in addition to being the main contact for stage, lighting, and sound companies throughout the year. The

ENT Director works yearlong to plan the technical needs for events and ensure that the costs of production needs are within the committee budget. Captain positions related to this line of work include Head of Timeline and DJ Coordinators/DJs--who work on executing events and planning the timeline of said events.

Talent Management is a large portion of the position as the ENT Director oversees the securing of the National Act performers and maintaining strong and positive relationships with all talent groups. The ENT Director supervises the contracting process for talent and ensures that proper University protocol is followed. Captain positions related to this line of work include Talent Coordinator, Stage Performance/Bands Coordinators, and Floor Entertainment.

Lastly, the ENT Director must ensure all spectators are engaged with the help of the Crowd Entertainment and Digital Engagement captain positions. This could range from helping to plan crowd engagement initiatives to working with 46LIVE for our live-streaming broadcasts. 46LIVE produces the live stream for our events, and it is the ENT Director's responsibility to foster strong relationships with 46LIVE and ensure they have all their needs met to produce a live stream.

These roles are in addition to leading a team of 27 Captains and overseeing the leadership of 2 pairs of Captains with Committees, which results in a total of over 75 volunteers directly involved with the Entertainment Committee.

## **Family Relations Director**

The duties of the Family Relations Director are to oversee the involvement and interactions of all Four Diamonds Families within the THON Community. Alongside the Family Relations Committee of 25, the Family Relations Director is responsible for communicating with families on a daily basis to ensure they are provided the emotional support needed throughout and beyond their journey with childhood cancer and connected to the THON Community.

Throughout the duration of the year, the Family Relations Director plays a large role in facilitating the interactions of Four Diamonds Families at all pre-THON and THON Weekend events. These include: Harvest Day, the THON 5K, Family Carnival, various Penn State Athletic events, and much more. At each event, the Family Relations Director works to foster interaction between THON Volunteers and families by incorporating new and innovative activities that help to build long-lasting relationships with members of the community.

Along with pre-THON events, the Family Relations Director works alongside multiple Family Relations Captains to provide many exciting and engaging events during THON Weekend. These include: the THON Explorers Program, Fashion and Talent Shows, Kids Mail Call, Captain-In-Training, Athlete Hour, Bereaved Family Events, and Adult Family events. These opportunities take place throughout the entirety of THON Weekend and require coordinating with multiple committees and organizations to give families an enjoyable experience.

The relationship that the Family Relations Director maintains with several Four Diamonds staff members at Penn State Children's Hospital is crucial to the success of the position. The Family Relations Director works hand in hand with Four Diamonds staff to become well-educated on patients' treatment statuses and help plan local events in the Hershey area, such as several Teen Nights and New Family Orientations.

Lastly, the Family Relations Director assists in overseeing the Adopt-A-Family (AAF) Program. Since the program was established in 1991, hundreds of families and organizations have been brought together in the hopes of providing emotional support to the entire family. The Family Relations Director and Adopt-A-Family Team serve as the primary liaisons to every organization paired with a Four Diamonds family to ensure the proper resources and education are being given as to how to engage members and maintain contact with the family.

## **Finance Director**

The Finance Director is responsible for managing all the financial aspects of THON. This includes creating and maintaining THON's budget as well as reconciling and publishing the Summary of Fundraising Activities. Finance works to enable confidence in our donors by establishing and maintaining honorable practices on the committee and throughout the organization. The Finance Director works closely with Penn State Development to ensure all donors are properly recognized and all gifts are properly recorded. They also work to maintain THON's account within the Associated Student Activities office. They also work to maintain THON's donor and financial history database, solicit targeted donor audiences, and analyze the financial progress of THON throughout the year.

Day to day, the Finance Director will help to process and record all monetary donations made on behalf of THON, with the help of the Captain Committee. They are also responsible for tracking organizations totals and managing the THINK Finance Portal to assure accurate records for organizations alongside the Assistant Treasurers. During THON Weekend, responsibilities include processing donations made over the weekend, assuring accurate records, and calculating the final THON Weekend total.

## **Hospitality Director**

The primary responsibility of the Hospitality Director is to secure and organize all food and beverage donations to THON throughout the year. As the Hospitality Director, you will have the opportunity to lead 22 Captains, who in turn lead ~300 Committee Members. It will be your job to ensure that everyone is trained in food safety and serving. All of your Captains are Captains With Committees, so it

is important that the Committee Member experience and its optimization is a focus for you and your Captains.

You will get to work with donors inside and outside of the State College Community to spread THON's mission, and to supply the food and beverages for all THON events. This ensures that all food and beverages at THON events are 100% donated to maximize THON's total. While you directly work with a handful of donors, your Captains are assigned to donor contacts to work with as well. It is your responsibility to oversee these relationships and provide guidance where need-be. You will also work with DAR and SL to make sure that all donors are being properly benefitted for the generosity they show us. Fostering donor relationships is vital to the future success of Hospitality, so this is a large role. You will also work with your Promotions Captains to plan and execute profit-sharing fundraiser events such as Rita's FTK, El Jefe's FTK, and Playa Bowls FTK.

Simultaneously, you will work with OPP, SL, and MERCH to ensure that Hospitality and THON as a whole are taking all necessary steps to further sustainability. You will work on tracking inventory and food leftovers with the most effective methods, allowing Hospitality to decrease food waste from year to year. Along with this, you will work to expand your donor base in order to provide the most nutritious options for each dancer, family, and volunteer you feed, effectively fueling the entire fight to the best of your ability.

You will also have the responsibility of working closely with the BJC Concessions Managers to ensure that we are playing our role in staffing the stands. While you will have two captains assigned to manage this role, our relationship with the BJC needs to be held with up-most care. You will work with these Managers and these captains a lot throughout the year.

In preparations for THON Weekend, the Hospitality Director also plays a critical role in facilitating the relationship between the Hospitality Committee and the PSU Housing and Food Services department and the BJC Catering Team. Hospitality works heavily with both groups to plan and execute THON Weekend, and the Director is responsible for coordinating these relationships.

Overall, Hospitality is a committee that works hard throughout the entire year, and so will you! Whether it is planning for THON weekend, working on logistics of events, securing donations, planning with Captains with Committees events, or working with donors, there is always something to do.

## **Merchandise Director**

The Merchandise Director is responsible for overseeing the daily operations of the THON Store, the online THON Store, and all special event sales leading up to—and including THON Weekend. In order

to do this, the Merchandise Director must develop and uphold positive relationships with various vendors to create and order new and innovative products to help spread awareness of THON's message. Placing these large orders and developing new products requires a combination of creativity and calculation to maximize financial efficiency. The Merchandise Director is also responsible for continuing to develop the THON Store and maintaining prior relationships related to the Store. This includes but is not limited to maintaining professional relationships with HUB staff, creating an inviting atmosphere in the THON Store in the HUB, and managing stock across different locations. They must also be able to creatively market the THON Store, continuing to expand awareness of THON and our fundraising efforts.

While spreading THON's brand worldwide, the Merchandise Director must also hold a thorough knowledge of licensing requirements and work to clearly communicate those to the THON Community. As Director, they will remain in touch with Penn State licensing contacts to ensure that THON's brand is protected moving forward. While balancing these responsibilities, among many more, the Merchandise Director will also work as a member of the Executive Committee to continue to improve the overall prosperity of this organization.

## **OPPerations Director**

The OPPerations Director is primarily responsible for the setup, logistical planning, maintenance, and tear down of the 5K, Family Carnival, and THON Weekend. Another major responsibility is collaboration with the Bryce Jordan Center and Penn State OPP staff. It is the OPPerations Director's responsibility to lead weekly meetings between the Executive Committee and BJC Management in addition to personal meetings with various members of BJC staff. Through these meetings, the OPPerations Director will schedule all BJC workdays and building tours, further training opportunities, and establish a trusting relationship between THON and one of our largest donors.

The OPPerations Director oversees 21 Captains and 550 Committee Members through all events, training days, and meetings throughout the year. This involves the scheduling and oversight of all OPP events, mat cleanings, and Committee Member training opportunities. On a day-to-day basis, this individual will be in various meetings relating to Special Event logistics, BJC needs, waste management and sustainability, supply requests, or family safety. It is important to have good organization and time management skills, as the OPPerations Director works ensure that THON is able to hold safe and lasting events.

Overall, the OPPerations Director works to maintain OPP's core values of protecting the safety of all volunteers, spectators, and Four Diamonds Families as well as working to make THON a zero-waste organization.

## **Public Relations: Media Management Director**

The Media Management Director is responsible for protecting and developing THON's brand across the entire organization year-round, while upholding all media relations efforts. This Director helps portray the organization to the public in a clear and accurate way to help engage new stakeholders and secure coverage on a local, state, and national level. This Director must serve as a strong speaker and writer, as they articulate the work of all 16 Captain committees and THON as a whole.

The Media Management Director aims to consistently present a cohesive message by tying together the diverse moving parts of the Public Relations Committee. They manage the Media Relations team, consisting of various liaison positions to amplify the family, dancer, and volunteer stories within our organization, oversee influencer outreach on both a macro and micro level, and coordinate internal news reporting efforts on THON News located on THON.org. The Media Management Director oversees two CM committees with the function of conducting interviews and sharing the internal efforts of our organization to external audiences. In addition to running their Captain committee, the Media Management Director plays an integral role in executing integrated awareness and fundraising campaigns alongside the executive committee.

This Director manages relationships with various stakeholders throughout the year. These stakeholders include Four Diamonds Leadership, University Strategic Communications, and Media partners among others. This position carries a significant and consistent workload from when selected in the spring through THON Weekend.

## **Public Relations: Digital Content Director**

The Digital Content Director is responsible for upholding all digital engagement executions including video production, social media, and graphic design across the entire organization year-round. This Director helps bring the stories of the organization to life while reaching both internal and external stakeholder groups. This Director must have a strong understanding of all creative and digital components to best support their captains and articulate the work of all 16 Captain committees and THON as a whole.

The Digital Content Director aims to visually showcase and amplify the efforts of our organization. They manage the Video Production team in producing video content for internal volunteers and external audiences, aligning the Social Media/Graphic Design team in digital marketing efforts, and photographers whose responsibility lies in capturing the magic of the organization. The Digital Content Director oversees two CM committees with the function of assisting in the video production and photography responsibilities. In addition to running their Captain committee, the Digital Content Director plays an integral role in executing integrated awareness and fundraising campaigns alongside the Executive Committee. This position carries a significant and consistent workload when selected in the spring through THON Weekend.

## **Rules and Regulations: Event Safety Director**

The Rules & Regulations Event Safety Director is responsible for maintaining the safety and security of all THON events by designing and implementing detailed policies and protocol. Throughout the year,

the Event Safety Director will work closely with other Committees and University Staff to help plan and execute events like the THON 5K, Family Carnival, 100 Days 'til THON, and THON Weekend.

This position focuses heavily on the planning of THON Weekend and will create training for all Rules & Regulations Captains and Committee Members to fulfill all necessary security responsibilities in the Bryce Jordan Center during the event. In the process of planning THON Weekend, the Event Safety Director will work to develop and improve the details regarding all security planning and protocol along with working closely with the Technology committee and the Dash (THON Weekend Dashboard) team to manage building capacity, floor access, and many other logistical operations during THON Weekend. In addition, the Event Safety Director will plan or assist with the planning of many THON Weekend events including Entrance Plan, Dancer Support Passes, Athlete Hour, Pep Rally, Entertainment headliner entry/exit, and Dancer Exit Strategy. It is critical to the planning of these events that they navigate relationships with stakeholders and other committees through the year to ensure that safety protocols are continually being updated. These stakeholders include University Police, the Bryce Jordan Center, and Emergency Management Services, Environmental Health & Safety, among others.

## **Rules & Regulations: Fundraising Safety Director**

The Fundraising Safety Director is responsible for designing and implementing the rules and processes surrounding THON's fundraising policies to maintain the safety of all volunteers and the integrity of funds raised while promoting organizational success. The Fundraising Safety Committee oversees most of THON's student-led fundraising initiatives through DonorDrive, Canvassing, Alternative Fundraisers, and Donation Boxes, while directly communicating with organizations and advising them on how to use these fundraising practices most effectively. Primary responsibilities of the Fundraising Safety Director include the maintenance and upkeep of the THON Rulebook, administration and implementation of DonorDrive, oversight of alternative fundraisers, donation boxes, and canvassing trip approvals, and assisting organizations to be most successful in utilizing all of these fundraising methods.

- **THON Rulebook**
  - Comprehensive understanding and review of the purpose of all official policies.
  - Additions, removals, or revisions of any rules or policies as deemed necessary by members of the THON Executive Committee.
  - Oversight of the enforcement of all policies laid out in the Rulebook to ensure the consistency and integrity of all THON-related activities.
- **Online Giving**
  - Manage the administration and implementation of THON's online fundraising platform as run by the Online Giving Team
  - Communicate with Penn State Development, Four Diamonds, and DonorDrive staff to develop THON's as a top administrative user of DonorDrive.
  - Develop strategies for improving the THON Community's online fundraising success.
- **Alternative Fundraising, Canvassing, & Donation Boxes**
  - Oversee of the approval process of Donation Boxes, Alternative Fundraisers, and Canvassing as run by the Fundraising Development team.

- Ensure all Alternative Fundraisers, canvassing trips, and Donation Boxes placements comply with the regulations set forth in the THON Rulebook.
- **Communication with Organizations**
  - Oversee the communication with all fundraising organizations as run by the Fundraising Outreach team.
  - Serve as a direct liaison to a set number of fundraising organizations.
- **THON Weekend**
  - Work alongside the Rules & Regulations Event Safety Director and Captains to ensure the safety of all volunteers, Four Diamonds Families, and spectators.

## Special Events Director

The Special Events Director is responsible for all events leading up to and after THON Weekend. These events include, but are not limited to, the THON 5K, 100 Days 'Til THON Celebration, Family Carnival, all THON Athletic Events, No Hair, Don't Care, The THON Showcase, THON Dodgeball, the Closer to a Cure Celebration (CCC), and other events throughout the year. Responsibilities also include organizing all hair donation events, overseeing award presentations during the year, serving as the primary liaison between THON and Penn State Athletics, and assisting in the execution of THON History Tours, Athlete Hour, and Pep Rally during THON Weekend.

The Special Events Director will work closely with the 19 Special Events Captains and 100+ Committee Members to oversee the detailed planning of each event while constantly exploring ways to improve them. Day by day, this director works to make sure that all paperwork, permits, contracts, and overall planning are on track for each event and serves as the main point of contact for many of the facilities and other contacts that aid in event creation. The Special Events Director constantly reviews layouts and timelines for events to make sure each will run smoothly. This person oversees the committee responsible for ensuring that THON is truly a year-long effort, and thus is expected to be constantly looking for ways to engage the THON Community all year long. In planning events, the Special Events Director must ensure that all stakeholder groups are being considered and thought of, including all volunteers, community members, supporters, and Four Diamonds Families. This director works with every committee, but especially closely with the Entertainment, OPPerations, Rules & Regulations: Event Safety Committees, Supply Logistics, and Public Relations to plan all logistics and guarantee the success of each event.

## Supply Logistics Director

The Supply Logistics Director oversees all in-kind donations which help to supply all pre-THON and THON weekend events throughout the year. In addition, they work to establish and maintain relationships with businesses across the country, while guiding the Donor Contacting team to do the same. The Supply Logistics Director works with various donors to fulfill all of THON's printing needs

and unique projects, such as the THON logo banner, dancer bags, runner number bibs for the 5K, and more. They also work closely with the Development and Hospitality Director to ensure that all donors are being appropriately benefited. The SL Director is also in charge of maintaining all five of THON's storage areas on campus. This includes the inventory, organization, and allocation of supplies to every Committee.

Additionally, this Director supervises 21 Captains that are responsible for initiatives such as THON Raffle, Hershey Holiday Toy Drive, Gift Card Initiative, Supply the Fight Initiative, Costume Drive, Towel Drive, Extra Items Drive, Garage Sale, On Shift Shirt Recollection, and Gas Gift Card Initiative. Further, this Captain Committee is also in charge of the effective distribution of supplies, and the contact of donors across the country to acquire supplies ranging anywhere from arts and crafts to lumber and all the medical supplies needed for THON weekend. Together, this committee is also striving to improve THON's sustainability efforts through donations of sustainable supplies and greener alternatives. The Supply Logistics Director also oversees over 45 Supply Logistics Committee Members and the development of their experience.

## **Technology Director**

The Technology Committee is broken into 6 teams, each of which the Technology Director must manage. The Dash (THON Weekend Dashboard) team maintains & develops Dash, which manages building capacity, floor access, and many other logistical operations during THON Weekend. The THINK Team is tasked with the development of [THINK](#) (the THON Information Network), THON's year-round information system. The THON.org team manages THON.org, the THON Online Store, THON Photos, and other front-facing platforms. The Special Projects team picks up all other miscellaneous projects and seeks to collect new project ideas from other committees year-round. The User Experience team services all UI/UX-heavy needs of every other team. Finally, the Systems team supports all the underlying infrastructure and operations of the previous five teams. The Technology Director must be a good communicator to manage these teams simultaneously and make the committee dynamic a harmonious one.

A strong candidate should have previous experience with a variety of coding languages, and experience as a member of an Agile development team. However, only a willingness to learn is necessary – even with previous experience, the systems mentioned above are complex enough that a learning curve is to be expected. Most of THON's systems are written in Python using the Django web framework, so it is strongly recommended that applicants familiarize themselves with the language. THON's frontend sites use the WordPress framework, so experience with this technology is a bonus as well. A basic understanding of server administration is also recommended. This all being said, the Director's primary job is to communicate, not code.

They can expect to coordinate with the Supply Logistics Director to secure, distribute, and recollect laptop & radio donations for use during THON Weekend. The Technology Director is also responsible

for configuring internet connections for the THON 5K, Family Carnival, and THON Weekend itself, meaning they must collaborate with Bryce Jordan Center Staff year-round. Finally, the Technology Director can expect to communicate frequently with contacts within and outside the University to ensure proper management of THON's Microsoft resources, server infrastructure, recurring expenses, and other miscellaneous needs.

The Technology Committee is unique in that they work with each of the other 15 Committees in THON in some way, and have a behind-the-scenes role in countless other aspects of THON. As such, the Technology Director must be level-headed and be able to think realistically, as there are so many projects but only so much time. While the Director's primary job is not to code, they must be able to have a vision for Technology, and must be able to communicate to carry out this vision.

### **Volunteer Logistics Director**

**\*This Director does not lead a Captain Committee\***

The Volunteer Logistics Director's primary focus is the planning, coordination, and management of volunteers. It involves organizing and overseeing various projects like the All Captain Summit, the All Captain Briefing, and Captains with Committees Workshops while furthering our support of volunteers through CAPS Trainings. This Director will also coordinate the First-Year Committee Member application process. They will also take steps to further develop and improve the Committee Member experience, ensuring each volunteer has an engaging and fulfilling experience in their contribution to THON's mission.

The VL Director will collaborate with the other members of the Executive Committee and act as an administrative assistant to the Executive Director to aid in the implementation of goals and visions for the organization as a whole. An individual in this role should be organized, intrinsically motivated, innovative, and able to think critically.