

# G.E.A.R. OFFICER

GET EVERYTHING ALL READY

The role of G.E.A.R. Officer is an incredibly important position that helps ensure that everything gets all ready and we have a successful Geek Squad Academy event. The employee chosen for this role should be organized and outgoing. You will be required to work on event logistics and recruiting for the weeks leading up to and during the event.

## KEY RESPONSIBILITIES

- Primary responsibility is to raise market awareness for both employees and management
- Partner with local Best Buy leadership in stores, USOs, and DC/DDCs to promote event awareness and recruit employees
- Visit stores to talk to management and employees and post signage in the break room
- Attend store and district meetings to talk about the event
- Fill nine (9) In5+RuC+OR roles and up to 24 one-day shifts for the H.E.L.P.eR role
- Be primary contact person for employee questions
- Scout and plan meal arrangements during the event
- Perform a site inspection of the facility used for the event and send information including pictures to GSA team as needed
- Support the operational execution of the event

## REQUIRED QUALIFICATIONS

- **Must** currently be an employee in the market
- **Must** have management approval prior to applying
- **Must** have personal transportation to locations in the area (extended hours will prevent carpool options)
- **Must** have open availability during the week of the event

## DESIRED QUALIFICATIONS

- Prior participation in a Geek Squad Academy or Geek Squad Summer Academy event
- Prior inventory and pallet handling experience is a plus!

G.E.A.R. Officers should plan to work a few hours a week leading up to the event and extended hours on setup day and an all camp days (typically between 30-35 hours for the week of).

Labor for this participation will be reclassified and paid by Geek Squad Academy (excludes salaried positions).