Engineering Day Camp Assistant Coordinator Position

The Engineering Place (the K-20 outreach group for the College of Engineering’s Office of Academic Affairs) is seeking a self-motivated responsible graduate student for our Engineering Day Camp Assistant Coordinator position. This person, working alongside the Camp Director and summer staff members, is responsible for planning and facilitating the K-10 summer day camp program. These responsibilities include planning curriculum and developing engineering challenges, selecting summer staff of students and teachers, obtaining camp materials and other tasks related to implementing camps. This individual must be highly energetic, patient, flexible and enjoys working with the camp's diverse population. This job is an incredibly rewarding leadership experience that will provide an opportunity to learn how to plan and manage large informal educational week-long events.

Camp Prep Portion:
Camp preparations run from hire date through May 8th. The position works up to 10 hours per-week at an hourly rate of $16.00.

Preparations Duties include:
• Participate in the hiring of day counselors and teacher team leads
• Utilize camp software (CampBrain) to manage camper application process
• Develop training materials for day counselors and teacher team leads
• Develop program surveys using Qualtrics
• Review and integrate previous year's survey data to improve program
• Review and improve camper safety procedures

Camp Implementation Portion:
Duties shift during May 12th – August 12th (does not include the week of July 4th) to implementing all of the planning done during the preparation period.

During camp, the main responsibilities are supervising staff counselors and K-10 camper participants (~1,000 students throughout the summer); ensuring counselors act as proper role models representing NC State University's College of Engineering; assisting with counselor-run activities and making sure campers and counselors receive the most engaging experience from participating in camp.

Assistant Coordinator duties also include:
• Be responsible for presenting a week-long camp training/prep session for undergraduate counselors
• Assist with teacher training for summer camps
• Supervise Assistant Counselor staff by identifying tasks, communicating needs and assessing outcomes
• Act as primary contact for Teacher Team Leads, Counselors and Assistant Counselors
• Manage material preparations for hands-on activities
• Manage camper escort process between rooms and buildings during residential camp
• Assist with daily camper drop-off and pick-up process and ensure the upkeep of camp facilities.
• Lead and/or attend daily staff meetings, to channel feedback to initiate immediate improvements
• Provide accountability updates and briefing on program status to camp director
• Provide support for outside camps run through the Engineering Place
• Other duties as assigned

To Apply: Visit ePACK to review required documentation and submit your application to https://go.ncsu.edu/rr2pq81. Questions about the position? Contact Susan D’Amico sbdamico@nsu.edu with questions.