NOW HIRING

ASSISTANT COORDINATOR - DAY ENGINEERING CAMPS

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 Day Camp Assistant Coordinator position. This individual reports directly to the Camp Coordinator and must be highly energetic, patient, and flexible. The successful candidate must feel comfortable working with the camp’s diverse populations. This job is an incredibly rewarding leadership experience that will provide an opportunity to gain leadership skills, experience in planning large informal educational events and developing relationships with staff, campers and their parents.

Learn more on our website link below and to apply.
Day Engineering Camp Assistant Coordinator Position

Camp Prep Portion:
Camp preparations run from now through May 7th. The position works up to 10 hours per-week at an hourly rate of $20.00.

Preparations Duties include:
- Develop camp curriculum and agendas
- Work with teachers to develop challenges and their presentations
- Participate in the hiring of ~6 day counselors, ~15 teacher team leads and ~6 assistant counselors
- Utilizing the camp software (CampBrain) to manage the camper application process
- Develop training materials for day counselors and teacher team leads
- Use Qualtrics to develop camper surveys
- Review previous year’s survey data to integrate improvements
- Review and improve upon camper safety data and methods

Camp Implementation Portion:
Duties shift to 40 hours per week, during May 7th – August 12th (at an hourly rate of $20.00) to completing and implementing the planning done during the preparation period. During the 7 weeks of camp, lunch is provided when accompanying campers to and from the cafeteria. During camp, responsibilities include leading teachers, supervising counselor staff members and approximately 1,000 K-10 camper participants and making sure campers receive an engaging experience from attending camp.

Camp duties also include:
- Lead daily staff meetings after camp
- Be responsible for presenting a week-long camp training/prep session for counselors
- Assist with teacher and general staff training for summer camps
- Supervise the staff of Assistant Counselors by identifying tasks, communicating needs and assessing outcomes
- Act as primary contact for Teacher Team Leads and Counselors
- Manages the preparation of materials for hands-on activities
- Manages camper escort process between rooms and buildings
- Assists with the daily camper drop-off and pick-up process and ensures the upkeep of camp facilities.
- Leading and/or attending daily staff meetings, to channel feedback to initiate immediate improvements
- Providing accountability updates and briefing on program status to the camp director