Youth Programs Part Time/Weekend Counselor Job Description

**Basics:**
- June 19-August 4, 2012
- Must attend a paid Youth Programs Orientation before employment (June 19-23)
- Pay rate will be discussed with individual applicants
- Meals during a work shift will be provided in the residence hall
- Hours will vary from week to week. Hours will be based on need throughout the week and weekends.

**Duties/Responsibilities may include:**
- Lead participants (youth ages 12-18) in nightly and weekend recreational activities such as bowling, movies, hiking, jogging, basketball, swimming, hanging out at the residence hall
- Create a sense of community between program participants and counseling staff
- Work as a team with other counselors (including residence counselors), sharing information and duties
- Lead weekly registration and student orientation on Sunday afternoons
- Be energetic and have a positive attitude
- Be willing to participate in activities such as the variety show, dance, skits, etc. with students
- Ensure the safety of participants at all times

**Requirements:**
- Have completed at least one year of college or have equivalent experience
- Must have flexible schedule to accommodate weekend and evening work
- Valid United States driver's license with less than 6 points (Michigan or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van CD ROM test. Please contact our office before and after you complete the test in order to obtain the necessary account information.
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules
- Have flexibility/adaptability (plans constantly change based on student demands)
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Always support the rules of the program (the number one priority is to ensure the safety of our students). Be willing to be a counselor (authority figure) first, and a friend second
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- You must obtain prior written approval to report any other hours (to avoid over-time) worked on the Michigan Tech campus for the duration of your counseling employment. Violation of this policy could result in termination of your employment with Youth Programs

**Desired Qualifications**
- Valid lifeguard certification
- Experience working with youth in a mentoring situation