Youth Programs Weekend Coordinator Job Description

Basics:
• June 15 – July 31, 2010 (up to seven weeks of employment)
• Must attend a paid Youth Programs Orientation before employment (June 15-18)
• Pay rate will be discussed with individuals
• Meals during a work shift will be provided in the residence hall (a $50/week value)
• Hours will vary from week to week (dependant on activities)

Duties/Responsibilities:
• Organize and coordinate weekend events for participants, including activities, travel, and meals
• Work with various companies to plan activities
• Provide a weekly budget for planned excursions
• Sample weekend events may be a trip to Pictured Rocks in Munising, MI or mine tours
• Be willing to interact with a large number of staff, students (pre-college), faculty, and parents
• Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
• Work as a team with other staff members
• Be energetic and have a positive attitude

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
• 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 an 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 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