Engineering Summer Camp Counselor

This job is a part of the WYSE program at The Grainger College of Engineering

Function:
Counselors are responsible for planning, leading, and implementing non-curriculum, community-building experiences for high school students attending the WYSE summer camps. This includes small and large group activities, but always with a counselor to camper ratio of 1:15 or smaller. Counselors are responsible for the safety and well-being of the participants and act as a role model and mentor for all participants. Counselors work 4 - 6 weeks of camp during the summer months.

Organizational Relationship:
Counselors will report to Lead Counselor who reports to the Assistant Director who reports to the Engineering Outreach and Public Engagement Coordinator (Camp Director).

Duties and Responsibilities:
- Reside at the residence halls where campers are staying for the duration of the camps to which they are assigned.
- Be the primary contact for a group of 8-12 campers and make sure they are safe, that they feel a sense of belonging, and that they are actively engaged in scheduled academic, recreational, and social activities during the evenings and nights of the camp.
- Work closely with and be responsive to the Camp Director, Assistant Director, and Lead Counselors, as well as the session coordinators and lab assistants on the team to plan, engage, support, and coordinate the activities for the campers throughout the week.
- Maintain good order and discipline in the residence hall, University classrooms, and other locations on campus while on duty.
- Actively participate in formal and informal evening activities.
- Occasionally assist with day schedules (e.g. exploratory camp escort and field trips)
- Set up, coordinate, and assist campers checking in on Sunday and checking out on Saturday.
- Assist with planning and facilitating the closing ceremony for assigned camps.
- Complete all paperwork with engineering HR before beginning work on the first day of camp (Sunday). Failure to do so will result not being able to work.
- Review and become familiar with camp policies and procedures prior to the first day of camp. Failure to comply with camp policies and procedures will be grounds for dismissal.
- Attend counselor training session(s) and staff meetings during assigned weeks of camp.

Important Dates:
- Sunday, April 26th (11:00am-2:00pm) Initial training session.
- Saturday, June 13th (1:30pm-5:00pm) Camp Orientation and Training
- Sunday, June 14-Saturday, August 1 Camp sessions. See https://wyse.engineering.illinois.edu/summer-camps/ for more details.

Compensation:
Counselors will be paid an hourly rate of $9.50/hour plus room and board. Overtime will be paid as 1.5 times the aforementioned amount. A Counselor typically works 40-50 hours in a camp week. To the right is a sample work schedule:

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Typical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>12:00pm – 10:30pm</td>
</tr>
<tr>
<td>Monday – Friday</td>
<td>4:00pm – 10:30pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>8am - 12pm</td>
</tr>
</tbody>
</table>

Note that any hours devoted to sleeping are considered “off duty”, thus are not considered work hours. In the case of an emergency during the “off duty” hours (i.e. 11pm-7am), during which the employee would need to work, the student would be paid at the regular hourly rate during that time period (unless over 40 hours, which would then be paid at the overtime rate).

Restrictions:
- Because of maximum work hour requirements set by University policy (and for your well-being), undergraduates enrolled for 3 hours or more at the University of Illinois at any point during the summer (Summer Session 1 and/or Session 2) or international undergraduate students in their first or last period of enrollment cannot be hired for this position.
- A criminal background check will be conducted for all Counselor candidates upon acceptance of a contingent offer, as mandated by the Protection of Minors Policy of the University of Illinois.