WYSE Lead Counselor and Engagement Ambassador

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

Function:
As a core member of the Outreach and Public Engagement staff, you will work closely with the Director and Assistant Directors to coordinate and facilitate events for pre-college students. This includes taking leadership roles in the coordination of summer camps and other public engagement activities by helping to train and support camp counselors & volunteers and to troubleshoot issues that might arise. Be a liaison between the WYSE office, WYSE volunteers, and RSO partners. Assist with data collection, reporting, and social media communications.

Organizational Relationship:
Lead Counselors and Engagement Ambassadors will report to the Engineering Outreach and Public Engagement Coordinator (Camp Director) who in turn reports to the Assistant Dean of Undergraduate Programs.

Duties and Responsibilities:
- Be the primary contact and mentor for camp counselors and WYSE volunteers.
- Work closely with and be responsive to the leadership and staff of the Outreach and Public Engagement team to plan, engage, support, and coordinate the Outreach and Public Engagement events, including summer camps.
- Represent WYSE programs at recruiting and other relevant events to promote camps and public engagement activities.
- Contribute to the social media communication efforts to keep youth and families informed about WYSE activities and to share relevant resources with our various followers.
- Organize materials before and after events in a timely manner and notify Assistant Directors of inventory that needs to be replenished.
- 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 update camp policies and procedures, as well as enforce these policies with campers, counselors, and volunteers.
- Help to lead counselor/volunteer training session(s) and staff meetings during assigned weeks of camp.
- Maintain clear and consistent communications between volunteers and staff.

Compensation:
Lead Counselors/Engagement Ambassadors will be paid an hourly rate of $11-$12.50/hour. Overtime will be paid as 1.5 times the aforementioned amount. Work schedules vary depending on the season, with some weekend and evening hours. Between August and May, hours are usually 10-15 hours per week. Summer hours are closer to full-time 40 hours per week, especially when camp is in session.

Restrictions:
- If an Undergraduate Counselor is enrolled for 3 hours or more at the University of Illinois, Urbana-Champaign, at any point during the summer (Summer Session 1 and/or Session 2), they are restricted to working a maximum of 28 hours per week (not just during the period of enrollment), inclusive of ALL employments on campus. For international students in their first or last period of enrollment, then the maximum is 20 hours per week. Note that this restriction is only for undergraduate students.
- If applicable, it will be the responsibility of the Grad Lab Assistant to ensure that they are able to hold employment while on a fellowship.
- A criminal background check will be conducted upon acceptance of a contingent offer, as mandated by the Protection of Minors Policy of the University of Illinois.