

Worldwide Youth in Science and Engineering Program

WYSE Lead Counselor / 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 / 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.
- Develop, upload and organize virtual resources (documents, videos, websites) for ease of access.
- Prepare materials for mailing or delivery such as kit building, sorting, printing, labeling, etc.
- 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.
- Help to lead counselor/volunteer training session(s) and camp staff meetings.
- Maintain clear, consistent, and timely communications between volunteers and staff.
- Maintain clear and timely communication with campers and assist with troubleshooting or tutorials as needed.
- 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.
- Other duties as assigned.

Compensation and Summer Camp Dates:

Lead Counselors/Engagement Ambassadors will be paid an hourly rate of \$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.

- April 1-September 4: Summer Camp employment dates with possible extension into the school year
- Saturday, May 29 (2:00-4:00pm): Assist in leading this camp staff training session.
- Sunday, June 13-Friday, August 5: Camp sessions. See <https://wyse.engineering.illinois.edu/summer-camps/> for more details.

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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.
- When in-person outreach activities return, a criminal background check will be conducted, as mandated by the Protection of Minors Policy of the University of Illinois.