



## 2023 Alabama Tech Trek Counselor Job Description, Responsibilities and Expectations

### ***Job Description:***

Tech Trek Counselors provide direct supervision of student campers who are selected to attend the 2023 Alabama Tech Trek program, a residential STEM camp for rising 8<sup>th</sup> grade girls. Tech Trek is held on the UAH campus. Tech Trek Counselors play a vital role in developing a positive, safe, and enriching experience for every participant. Counselors will direct activities for a small group of campers, be on the lookout for potentially harmful behaviors and situations, provide clear and concise information regarding camp activities and the camp schedule, and accompany the campers to all activities both on and off the UAH campus. Campers receive the bulk of their information about activities, rules, conduct, and social skills from their Counselors.

Counselors must be female and must have completed one year of college.

The 2022 Alabama Tech Trek program runs from Sunday, June 11<sup>th</sup> through Saturday, June 17<sup>th</sup>. Counselors are required to report to campus on Saturday, June 10<sup>th</sup> at for mandatory training and will stay on campus through Saturday, June 18<sup>th</sup> at 1pm.

### ***Specific Responsibilities:***

- Read and understand all information, announcements or notes pertaining to camp participants and carry out all rules, requirements, and procedures.
- Accompany and supervise students during all camp activities as scheduled
- Provide a positive, safe, and enriching experience for every participant and serve as a role model to the campers
- Assist with checking campers in and out of their housing (Check-in begins at 2pm on Sunday, June 11th)
- Keep an accurate record of small group activities (including camper names and room assignments)
- Report any illness, accident, or behavior problems to the Camp Director in a timely manner
- Report cases of lost, damaged or stolen property to the Camp Director
- Enforce curfew and lights out
- Report maintenance issues (e.g. repairs or damages to equipment or to rooms)
- Other duties as assigned by the Camp Director.

### ***Counselor Expectations:***

- Be positive and engaged with the campers during all activities (e.g. limit mobile phone use, model good listening skills, no napping, etc)
- Be on time for all activities
- Stay in residence hall all night with campers
- Enforce all rules and requirements and report any infractions.
- Model appropriate and professional behavior serving as a mentor for the campers
- Follow all rules set for counselors including curfew and not meeting with friends

Counselors will be given a certain number of hours “off” each day. The schedule of “off” hours will be determined during the counselor training period.

### ***Summer Classes and Other Employment***

A Tech Trek Counselor may be enrolled in no more than 1 course during the week of camp. The course must be held on the UAH campus or be an on-line course. The class must be scheduled during daytime hours unless approved by the Tech Trek Camp Director. Counselors may not work other employment during the week of Tech Trek.

### ***Background Check and Training***

AAUW requires that all counselors submit to a background check. Tech Trek covers the cost of the background check. The outcome of the background check may preclude employment as a counselor.

Counselors are required to report to the UAH campus for training on Saturday, June 10<sup>th</sup>. The Camp Director will provide training in camp rules, responsibilities and expectations, camp procedures, communication skills specific to the position, awareness of how to respond to a medical emergency, handling common situations, and other items of importance to counselors.

### ***Stipend, Room and Board, and other Compensation***

All Counselors will receive a contract for the week of Tech Trek. This contract will state the requirements for employment and their compensation. Compensation is as follows:

1. **Stipend:** Counselors receive a stipend that covers all working hours necessary during the week of camp, including the mandatory training. First-year counselors will receive a \$350 stipend. Returning counselors will receive a \$400 stipend. Payment will be by electronic bank deposit.
2. **Room and Board:** Room and board is provided by Tech Trek. Counselors will stay in a UAH residence hall which consists of a private room and a shared bathroom (with one other counselor) and a shared common area (with three other counselors). Counselors are required to stay in the residence hall suite assigned to them. Breakfast, lunch, and dinner as well as some snacks will be provided. Breakfast and lunch will typically be in the UAH Café. Dinner will be in the UAH Café or will be catered by an off-campus establishment. Counselors with dietary restrictions will be offered alternatives as appropriate.
3. **Other:** Counselors will receive camp T-shirts as well as other items including backpacks, pens, and all materials needed to perform their job.

### ***Disciplinary Action and Dismissal***

With proper training, good life experience, and proper mentoring, Tech Trek counselors do very well in this very responsible position. However, if in the judgment of the Tech Trek Camp Director, the counselor is not meeting the responsibilities and expectations as cited in this document, or there are other issues preventing the counselor from doing their job, the person will be disciplined or dismissed. Dismissal will affect the final stipend given to the counselor and the counselor will be required to vacate housing immediately.