

PROGRAM DIRECTOR	CAMP DIRECTOR	ASST CAMP DIRECTOR
<p>Suggested Stipend: \$2,500</p> <p>RESPONSIBILITIES & DUTIES</p> <ul style="list-style-type: none"> • Work closely with the AAUW national office during the camp organization and implementation process • Ensure positions for state leadership team are filled • Manage camp budget during planning and implementation • Facilitate communication between committee members and hold individual committee members accountable for deadlines • Continuously communicate with branch Tech Trek coordinators throughout the year, keeping them up to date with AAUW national requirements for selection process and information regarding each camp week • Work closely with the college/university to obtain contracts, submit payments, and identify and engage STEM faculty participants • Oversee curriculum and schedule for the week of the camp • Confirm staff training needs with camp director and volunteer coordinator • Oversee distribution and collection of camper permission and information forms • Confirm hiring decisions made by Curriculum and Volunteer 	<p>Suggested Stipend: \$2,000</p> <p>RESPONSIBILITIES & DUTIES</p> <ul style="list-style-type: none"> • Work closely with program director during the process of organizing and implementing the camp • Ensure positions for camp leadership team are filled • Communicate with branch Tech Trek coordinators as plans develop for camp, keeping them up to date with information to ensure smooth transitions from selection to camper arrival • Work closely with curriculum coordinator and make final decisions on camp schedule • Work closely with the college/university to obtain contracts, and identify and engage STEM faculty participants • Assist in distribution and collection of camper permission and information forms • Assist in hiring teachers, student counselors, and dorm monitors • Determine camp week schedule • Ensure health aide has supplies and is aware of her responsibilities during camp • Conduct staff training before and at camp • Ensure all supplies (tote bags, journals, and snacks, water, etc.) are procured 	<p>Suggested Stipend: \$1,500</p> <p>RESPONSIBILITIES & DUTIES</p> <ul style="list-style-type: none"> • Work closely with camp director during the process of organizing and implementing the camp • Ensure positions for camp leadership team are filled • Work closely with camp director and curriculum coordinator to make final decisions on camp schedule • Secure field trip locations and arrange trip logistics in consultation with camp director • Assist in distribution and collection of camper permission and information forms • Assist in hiring teachers, student counselors, and dorm monitors • Assist with staff training before and at camp • Ensure all supplies (tote bags, journals, snacks, water, etc.) are procured • Stay in contact throughout the planning process with teachers, student counselors, dorm monitors, and the health aide to inform them of logistical details • Collaborate with the camp director to maintain the camp database to ensure timely implementation and fiscal control

<p>Coordinators re teachers, health aide(s), student counselors, and dorm monitors</p> <ul style="list-style-type: none"> • Stay in contact throughout the planning process with teachers, student counselors, dorm monitors, and the health aide to inform them of logistical details • Maintain and oversee a database to track volunteers, assignments, calendars, and budget <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Be an AAUW member or willing to join • Have experience with volunteer management and meeting deadlines and goals for long-term projects • Be highly organized • Be a skilled oral and written communicator • Be proficient with e-mail and Excel spreadsheets • Enjoy working with middle school girls and be committed to STEM education <p>COMMITMENT EXPECTED</p> <ul style="list-style-type: none"> • Year round commitment. • Approximately 40 hours a month for eight months (will vary by month) • Approximately 80-100 hours a month for two months leading up to camp • Required to be available by e-mail and phone and stay on campus during the week of camp 	<ul style="list-style-type: none"> • Stay in contact throughout the planning process with teachers, student counselors, dorm monitors, and the health aide to inform them of logistical details • Collaborate with the project director to maintain the camp database to ensure timely implementation and fiscal control <p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Be an AAUW member or willing to join • Have experience with volunteer management and meeting deadlines and goals for long-term projects • Be highly organized • Be a skilled oral and written communicator • Be proficient with e-mail and Excel spreadsheets • Enjoy working with middle school girls and be committed to STEM education <p>COMMITMENT EXPECTED</p> <ul style="list-style-type: none"> • Year round commitment. • Approximately 20 hours a month for eight months (will vary by month) • Approximately 80-100 hours a month for two months leading up to camp • Required to be available by e-mail and phone and stay on campus during the week of camp 	<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Be an AAUW member or willing to join • Have experience with volunteer management and meeting deadlines and goals for long-term projects • Be highly organized • Be a skilled oral and written communicator • Be proficient with e-mail and Excel spreadsheets • Enjoy working with middle school girls and be committed to STEM education <p>COMMITMENT EXPECTED</p> <ul style="list-style-type: none"> • Approximately 40 hours a month for eight months (will vary by month) • Approximately 40-50 hours a month for two months leading up to camp • Required to be available by e-mail and phone and stay on campus during the week of camp
--	--	--