

Student and Family Coordinator

Purpose of the position: Manage camper nomination, application, selection, and registration processes.

Responsibilities and Duties

- Work closely with the camp director to organize and implement camper registration and material processing
- Assist branches with outreach to local middle schools and inform teachers of Tech Trek, the nomination process, and nominee qualifications
- Enter all camper information into spreadsheet, manage as necessary, and send final list to the camp director by designated date
- Follow up with families (and sometimes teachers) if registration forms/fees and permission and medical forms are not returned by due date
- Collaborate with the camp director to maintain the camp database to ensure timely implementation and fiscal control
- Arrange opportunities for campers to speak to AAUW branches, sponsors, and funders after camp is completed
- Consider serving as dorm monitor during the week of the camp

Qualifications

The student and family coordinator must

- Be an AAUW member or be willing to join
- Be highly organized and willing to diligently follow up with families and teachers
- 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

Commitment Expected

- Approximately 10 hours a month for six months
- Approximately 20-30 hours a month for two to three months leading up to camp