

# JOIN OUR DIRECTING TEAM

Dear Tech Trek Supporters,

Our Tech Trek Directors are looking to add another member to our team! A Volunteer Camp Director's responsibilities consist of two main parts. The first is pre-camp planning: coordinating with the university, assisting with booking vendors or field trips, and collaborating on camp details with other volunteer leadership team members. The second part is directing camp. As Camp Director, you will assist volunteer staff members with camp challenges, communicate with staff and campers about where they need to be and when, and coordinate with parents to make camp a safe and comfortable environment.

The Camp Director is an integral part of our Tech Trek team who is positive, encouraging, and who helps to set the tone for camp. If you are interested in applying, please see the responsibilities and qualifications below. Research shows that women tend not to apply for jobs when they don't meet every qualification; but, if you don't meet all qualifications and believe you would succeed in this role, we recommend that you apply so our team can decide if you will be a good fit. Our application will be open until Friday, February 17th. For questions, please reach out to Program Director, Krislyn Davis, at [techtrek@aauw.org](mailto:techtrek@aauw.org). Application: [Click here for Tech Trek Director Application](#)

## EXAMPLES OF RESPONSIBILITIES & DUTIES

- Work closely with Volunteer Program Director during the process of organizing and implementing the camp
- Ensure positions for camp leadership team are filled (with Program Director)
- Assign tasks to Volunteer Assistant Director
- Provide guidelines and parameters for tasks to staff
- 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
- 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 camp staff and recruiting professional women
- Determine camp week schedule
- Ensure health aide is aware of her responsibilities for camp
- Conduct staff training before and at camp
- Ensure all supplies (tote bags, journals, and snacks, water, etc.) are procured
- Communicate with families prior to, during, and after camp
- Assist Tech Trek staff with camp challenges

## QUALIFICATIONS: We recommend having:

- Experience working with youth (preferably middle-school aged)
- Strong communication skills via phone, email, and letter
- Conflict resolution abilities
- An understanding of diverse camper needs
- Experience leading a team
- A strong understanding of the Tech Trek mission and values
- Served as a Tech Trek staff member for at least 1 year
- An ability to set and meet deadlines
- The ability to delegate and follow-up on tasks

**\*Please note that camp takes place 1 week out of the year, but planning occurs 12 months a year (August-December typically requires a couple hours a week of planning, where February-June usually requires a minimum of 10 hours a week of planning). Since we are a volunteer-run organization, this position receives a stipend.\***