



TECH TREK ASSISTANT DIRECTOR

Description: The Assistant Director's main function is to support other leadership roles in the planning of camp. The Assistant Director should be available from October to August to support at least 3-4 projects per month. Projects that the Assistant Director may take on are hosting meetings with/on behalf of the Camp Director, scheduling field trips, assigning roommate pairs, or deciding on core class assignments. (Other positions that the Assistant Director may support are the Camp/Program Director, Student and Families Coordinator, Volunteer Coordinator/s, and Curriculum Coordinator). Additionally, the Assistant Camp Director will support staff and campers during the week of camp. The "Estimation of Responsibilities" below are tasks assigned specifically to the Assistant Director, in addition to being a support person.

As Tech Trek is a volunteer-run program, the Assistant Director will receive a stipend of \$1,750 at the end of July as a show of appreciation.

Estimation of Responsibilities:

October

- Send Eastern Washington/Idaho branches flight protocol information for the year
- Participate in camp planning meeting with branches

November

- Assist Camp Director with recruitment, if needed

December

- Assist Volunteer Coordinators with getting application materials prepared

February

- Review all camper paperwork with the Student and Families Coordinator

March

- Input all camper paperwork into virtual paperwork program

April

- Order all camper swag: t-shirts, backpacks, stickers, nametags (for all purchases: communicate with treasurer and stay within budget)
- Purchase Professional Women's Night Gifts
- Coordinate flights with Eastern WA/Idaho branches

June

- Host virtual Tech Trek staff training with other directors
- Print all camp binder materials (research costs of print services to stay under budget)
- Create/adjust and print thank you cards
- Purchase staff gifts

July

- Send out thank you cards after camp

Possible Additional Responsibilities:

- Send an article to the Evergreen Leader every month by the 8th of the month
- Answer family questions
- Write/adjust all camp documents, including binder supplies
- Checking-in with staff
- Reviewing hiring records



Typical Number of Hours per Month: 10-40

Possible Responsibilities at Camp:

- Answering phone calls from families
- Responding to emails
- Completing paperwork/reports
- Preparing camp activities
- Acting as a liaison for dorm staff
- Answering dorm staff questions about camp logistics
- Assisting with camper conflicts or social-emotional challenges
- Taking over as Camp Director if the Camp Director falls ill or is injured
- Directing crowds of people, including but not limited to: 110 campers, 40 staff members, and outside partners
- Coordinating pictures with the photographer
- Leading financial workshop
- Leading a field trip
- Driving off-campus to run errands (picking up pizza, purchasing snacks, etc.)
- Driving in the case of an emergency or when supplies are needed

Time Commitment During Camp: The Assistant Director's active hours are typically from 6:00am to 11:00pm; however, the Assistant Director is on-call 24/7.

Qualifications:

- Proficient with Google Drive (including, but not limited to, Forms, Slides, Sheets, Docs)
- Proficient with Microsoft (including, but not limited to, Microsoft, Powerpoint, Excel)
- Clear driving record
- Ability to run errands during camp
- Able to pass a federal background check
- Experience with the following tasks:
 - Writing professional emails
 - Directing large crowds of people
 - Prioritizing multiple high importance projects
 - Conducting professional phone calls
 - Resolving conflict with youth
- Highly skilled in each of the following areas:
 - Organization
 - Conflict resolution
 - Flexibility
 - Teamwork
 - Communication (face-to-face, email, video conferencing, phone)
 - Problem-solving
 - Time management
 - Coaching/mentoring
 - Leadership

Estimated 2026 Camp Dates and Location: July 11-18, OR July 18-25, Tacoma, WA



Thank you for your interest in our Assistant Director position! Our team is very passionate about this program and hopes to hear from you. Please see the following link for our Assistant Camp Director application: <https://form.jotform.com/252381062630045>

Contact techtrek@aauw-wa.org for questions.