



TECH TREK CAMP/PROGRAM DIRECTOR

Description: The Tech Trek Camp Director has two main purposes: to plan an engaging camp catered towards students who love STEM, and to host a camp where campers and staff alike feel safe and comfortable expressing themselves. The Camp Director oversees all tasks and activities. The "Estimated Responsibilities" below includes many of the tasks assigned to the Camp Director specifically, but the Camp Director may need to assist other leadership members with their tasks as well. A successful Camp Director is supportive, flexible, and excited about STEM education.

As Tech Trek is a volunteer-run program, a stipend of \$2,000 will be awarded to the Camp/Program Director at the end of July as a show of appreciation.

Estimated Responsibilities:

August:

- Send AAUW Branch Coordinators the following:
 - Link to sign up for next year's camp
 - Any changes or additional information about next year's camp
 - The camper capacity for next year
 - Advertise open leadership positions
 - Send out a Zoom Link for the October planning meeting
- Ask the host university for the invoice
- Coordinate with the Tech Trek Treasurer to make sure all staff members have received stipends and reimbursements
- Close out finances

September:

- Branch email
 - Reminder to fill out survey
 - Reminder about October meeting
- Write a report for the SPF treasurer
- Collaborate with the Tech Trek Treasurer to plan the next year's budget
- Give a per camp figure to branch coordinators no later than early October (prepare in September)

October

- Host branch planning meeting
 - Cost of upcoming year
 - Camper Capacity
 - Changes from previous year
 - Staffing updates
 - New AAUW policy and procedure updates
 - Review AAUW policies in the following areas: pictures, school prioritization, addressing needs of people with varying backgrounds, safety
- Send out nomination and application materials to branch coordinators
- Give branches a timeline for nominations and applications

December

- Check-in meeting with Volunteer Coordinators: set guidelines and expectations, go over applications, interviews and intake paperwork
- Meet with Curriculum Coordinator to set expectations and go over timelines

January



- Reach out to host university for a cost estimate and contract
- Send branches reminders about timelines and give any new information
- Provide branches with an “after you’ve been accepted” page for families

February

- Get an early camper estimate from each branch by February 17th
- Prepare a camper information document for families
- Get the cost estimate from the host university
- Send the budget with the updated cost estimate to the SPF Treasurer for review

March

- Send the budget to the AAUW-WA Board for review
- Meet with host university to discuss room and tech needs
- Send host university Certificate of Insurance
- Communicate with flight chaperones
- Approve hiring decisions

April

- Get camper information from branches by April 13th
- Send out virtual paperwork on April 20th
- Answer camper/family questions

June

- Host virtual Tech Trek Staff Training

Additional Responsibilities:

- Send an article to the Evergreen Leader every month by the 8th of the month
- Answer emails and correspond with branches monthly
- Check-in with the following individuals frequently to get project updates:
 - Curriculum Coordinator
 - Assistant Director
 - Students and Families Coordinator
 - Volunteer Coordinator
 - Tech Trek Treasurer
- Reassign/delegate responsibilities as needed
- Answer family questions
- Communicate with the host university, as required
- Plan camp schedule
- Write/adjust all camp documents, including binder supplies

Camp Responsibilities:

- Lead camp: direct campers when and where to transition
- Support staff with camper challenges
- Collaborate with families in complex situations
- Communicate with other directing and support staff frequently
- Communicate frequently with the host university
- Host events: field trips, professional women’s night, visitor’s day, etc.
- Develop relationships with campers within the first couple days of camp



Time Commitment During Camp: The Camp/Program Director's active hours are typically from 6:00am to 11:00pm; however, the 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
- Experience working with youth in a professional setting, preferably in middle school
- 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
 - Talking youth through complex social-emotional challenges
 - 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 Camp/Program Director position! Our team is very passionate about this program and hopes to hear from you. Please see the following link for our Camp Director application: <https://form.jotform.com/252381062630045>

Contact techtrek@aauw-wa.org for questions.