



TECH TREK STUDENT AND FAMILIES COORDINATOR

Description: The Student and Families Coordinator is responsible for camper paperwork. They will prepare the paperwork for distribution, screen all paperwork once it has been submitted, and contact families and campers to make changes. Additionally, the Student and Families Coordinator will create all camp groups: Core Classes, mini labs, workshops, dorm groups, dorm room pairs, etc. The Program Director will give specific guidance on how to complete these tasks. A successful candidate is someone who is highly organized and has excellent time management skills.

As Tech Trek is a volunteer-run program, the Student and Families Coordinator will receive a stipend of \$500 in late July as a show of appreciation.

Estimate of Responsibilities:

February

- Review camper paperwork for distribution

April

- Make a physical copy of camper paperwork for branches
- Mail paperwork to branches by April 20th
- Turn in reimbursement form for stamps and envelopes within 30 days of expense being incurred
- Create Master Camper Spreadsheet to keep track of all camper information
- Begin reviewing camper paperwork on April 20th
- Reach out to families with paperwork corrections within 2 days of the paperwork being received (phone or email until response is received)

May

- Continue processing camper paperwork
- Download all medical paperwork and send to health aides by June 6th
- Assign roommates, core classes, dorm groups, taste of core, workshops, and field trips by June 15th

June

- Continue assigning roommates, core classes, dorm groups, taste of core, workshops, and field trips

Monthly Responsibilities:

- Answer family questions about camp
- Return phone calls and emails from families and campers
- Mail families camper paperwork, as requested
- Frequently communicate with Camp Director
- Update Camp Director on progress
- Maintain confidentiality when handling sensitive information
- Assist directing team with additional tasks, as needed

**Qualifications:**

- Highly organized and task oriented
- Experience with professional written communication
- Proficient in verbal communication (in-person, video conferencing, and phone)
- Strong skills in utilizing Google Drive, Google Sheets, Google Docs, Excel, and Word
- Ability to be a proactive team member
- Adept at learning new technological programming (for example, Jotform, GoFormz, etc.)

Estimated Time Commitment:

- Months: Primarily February - July
- Hours per week: up to 10
- Hours per week in June: 10-15

Thank you for your interest in our Student and Families Coordinator position! Our team is very passionate about this program and hopes to hear from you. Please see the following link for our Student and Families Coordinator application: <https://form.jotform.com/252406741866058>

Contact techtrek@aauw-wa.org for questions.