
Summer Youth Programs

www.mtu.edu/syp
outreach@mtu.edu
(906)-487-2219

Operations Assistant/Counselor

Position Description

The Basics

Operations Assistants, often called Operations Counselors, are jacks-of-all-trades. They bounce from task to task with no two days being quite the same. They work closely with Professional and Lead Staff ensuring operations are flowing smoothly. No job is too odd. Able to keep the larger picture in mind, they take initiative, calling attention to details needing improvement or adaptation and anticipate needs of staff to ensure SYP is running at the highest efficiency possible. Operations Assistants do not commonly work with participants but aren't afraid to lend a hand to participants in need. Operations Assistants are reliable and skilled in time management, ensuring tasks are completed on time with minimal supervision. Creative and resourceful they create a welcoming environment for participants through bulletin boards, birthday cards and signage. Operations Assistants are key to keeping Summer Youth Programs running smoothly both for participants and behind the scenes.

Compensation and Work Timeline

- Mid-June - early August (6wk* employment plus 1wk required training)
- Hours are variable between 7:00 AM - 8:00 PM, Monday through Friday
- Base Salary: \$11 per hour (up to 40 hours)
- Paid training
- 1 meal per shift worked provided in the residence hall

* Week 6 scheduling subject to need.

Essential Duties and Responsibilities

- Design and maintain programmatic bulletin boards on residence hall floors
- Design and display signs advertising evening activities for participants
- Create and deliver Birthday cards to participants
- Maintain Summer Youth Programs Google Site for participants by working with Lead Experience staff to figure out event schedule
- Assist course instructors by driving and supervising during field trips

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- Coordinate with Logistics Office to ensure on-time and accurate procurement and delivery of course supplies
 - Support Lead Operations Counselors and Pro-Staff with tasks as assigned
 - Other duties as assigned

Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Creativity and resourcefulness
- Flexibility and adaptability
- Embrace diversity and enjoy working with students from many different cultural, ethnic, social and economic backgrounds
- Maintain positive outlook
- Attention to detail and emphasis on safety

Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Valid US driver's license with fewer than 6 points(MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training*
- CPR/First Aid with AED Training*
- Valid lifeguard certification (American Red Cross or equivalent)

*Training provided prior or during orientation

Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

Required Training and Other Conditions of Employment

Successful applicants will be required to attend a week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.