



1400 Townsend Drive, Houghton, MI 49931-1295

Summer Youth Programs

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Summer Youth Programs Instructor Job Description

For more information, see the *Expectations for All Instructors/Teaching Staff* on our website.

Requirements:

- Must possess a bachelor's degree, or be a graduate student, faculty member, or professional specialist in the field, or have equivalent experience.
- Submit an application/proposal to the CPCO Office which stresses hands-on active learning, explains the "career awareness" component, and identifies your expertise in the area.
- Submit and pass a State of Michigan background check.

As an instructor you must:

- Enjoy working with students who are excited and interested in learning, in a hands-on, non-traditional style.
- Maintain a positive work atmosphere by behaving and communicating in a manner that is successful in getting along with students, staff, parents, and the public.
- Develop an itinerary that involves hands-on/minds-on learning, for 31.5 hours of instructional time.
- Instruct session in a student-centered environment while ensuring participant safety and well-being.
- Work closely with the Summer Youth Programs Office to understand program planning.
- Participate in instructor meetings and training sessions; read, review, and follow guidelines outlined in the Instructor Handbook.
- Complete trainings necessary to adhere to the Michigan Tech Minors on Campus Policy.
- Plan and manage the exploration instructional budget.
- Submit all paperwork in a timely fashion.
- Submit course materials and a predecessor report based on Summer Youth Program's template within three weeks of completing your course(s).

Miscellaneous Notes:

- Salary varies by program (for example, remuneration for one week, approximately 31.5 hours, of Summer Youth Programs instruction is \$725).
- If enrollment in the exploration exceeds 11 students, funds are available to hire a teaching assistant of your choice. \$315 is covered by SYP if enrollment is 12+ participants. If less than 12 enroll, if you still want a TA, the TA salary comes from your instructional budget allowance, unless extra supervision is needed for class safety.
- You will have a limited instructional budget for travel and supplies, of approximately \$25-per-student. Details will be provided with instructor training.
- Class sizes vary, with a minimum enrollment of 8 to 10 students preferred, and generally a maximum of 20 students (approximately a 10-1 student-to-teacher ratio maintained).
- Desired: Possess a current, valid driver's license with fewer than 6 points against it (Michigan equivalent).
- Complete the 90-minute Van Safety online test. You will not be permitted to drive Michigan Tech vans if you have not completed this test. Please call our office before and after you complete the test in order to obtain the necessary account information.

* Occasionally, courses do not draw the minimum of students. If this occurs, it is possible that the course may be cancelled. Please speak to the Summer Youth Programs Office for details.