



1400 Townsend Drive, Houghton, Michigan 49931-1295

Summer Youth Programs

Phone: (906) 487-2219 Fax: (906) 487-1136

Website: www.syp.mtu.edu

E-mail: cpcojobs@mtu.edu

SYP Photographer Job Description

Basics:

- June 16 - August 3, 2019 (up to six weeks of employment)
- Must attend a paid Summer Youth Programs orientation the week before employment begins
- Base Salary: \$10.00 per hour (up to 40 hours per week)
- Meals during a work shift will be provided in the residence hall
- Hours are typically between 8:30 AM - 4:30 PM, Monday - Friday; some evening hours may be required

Requirements:

- Have completed at least one year of college or have equivalent experience
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules
- Have flexibility/adaptability (plans constantly change based on student demands)
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Always support the rules of the program (the number one priority is to ensure the safety of our students). Be willing to be a counselor (authority figure) first, and a friend second
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- As this is a full-time position, **you must obtain prior written approval to report any other hours (over-time) worked on the Michigan Tech campus for the duration of your counseling employment.** Violation of this policy could result in termination of your employment with Youth Programs
- Submit to and pass a State of Michigan background check prior to employment
- Experience with photography and posting to social media (prefer to view a photograph portfolio)

Duties/Responsibilities:

- Create your weekly schedule of courses you plan to photograph each week (due by Friday week prior)
 - Review instructors course itineraries to prioritize any "photo opportunities" in classes
- Visits explorations and some evening activities each week to photograph participants doing activities
- May be asked to assist instructors by driving, supervising and photographing field trips
- Create a sense of community between program participants, instructors and counseling staff
- Work as a team with other counselors and share information if needed
- Be energetic, have a positive attitude, and ensure the safety of participants at all times
- Meet regularly with Assistant Director to ensure photographs are available mid- and end of week
- May be asked to post weekly on SYP's social media accounts

Desired Qualifications:

- Valid United States driver's license with fewer than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van online test. Please contact our office before and after you complete the test in order to obtain the necessary account information.
- Experience working with youth