
Summer Youth Programs

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Lead Operations Counselor (LOC) Position Description

The Basics

The Lead Operations Counselors are the backbone of SYP logistics. They make sure day to day operations run smoothly and you get your lunch when going out on a field trip. The LOCs are responsible for everything from planning and assisting with transportation plans and dining arrangements to ensuring medications are delivered on time. LOCs have a keen eye for detail and ensure the entire SYP experience is one to remember.

Compensation and Work Timeline

- Late May - early August (6wk employment plus 3wk required training)
- Base Salary: \$11.25 per hour (up to 40 hours)
 - Supervisor approval is required for any hours over 40/week for all Michigan Tech jobs combined.
- Paid training
- Meals are provided during your shift in the residence hall
- Hours are variable with one LOC starting at 7am and the other at 2pm. This role may include some nights/weekends. All Lead Staff are expected to take 1-2 on-call shifts per week in which you are expected to sleep in the Residence Hall (lodging provided). The table below may be used as a guideline but does not reflect on-call shifts.

Essential Duties and Responsibilities

- Support Logistics office with daily tasks as needed
- Coordinates SYP charter bus arrival/departures including loading and unloading of students and luggage
- Coordinates off-campus meals and transportation for courses and weekend stayover trips
- Manages distribution of funds for Weekend Operations Assistants alongside Logistics Office
- Primary point of contact for chaperone for bus arrival/departure information

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

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- Welcomes students arriving via SYP charter bus on Sunday mornings
 - Serves as the primary point of contact for commuter students
 - Serve as primary contact for front desk staff to notify about participants missing from class and missed medications
 - Assign available staff to medication delivery for missed medications
 - Primary point of contact for residential issues such as card and lanyard issues, restocking the front desk with merchandise and change, and meal passes
 - Oversees use of ID machine and provides updates to ProStaff on status
 - Coordinates package delivery with logistics office and participants
 - Manage fire drill training and fire drills during summer
 - Be available for calls regarding bus pickups on Saturday evening
 - Plan and manage "Daily Grind" morning meetings for Lead Staff and Pro Staff
 - Be on call one night per week and one weekend during programming
 - Create and manage bus lists for travel to large off-campus events (ex. McLain)
 - Supervise staff assigned to bus check-out
 - Ensure safety of participants
 - Assist with discipline issues
 - Actively engage with participants in activities
 - Other duties as assigned

Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Maintain a positive outlook and be able to energize others positively
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- CPR/First Aid with AED Training*
- Valid lifeguard certification (American Red Cross or equivalent)

*Training provided prior or during orientation

Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Supervisory experience

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 two 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.