
Summer Youth Programs

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Operations Assistant

Position Description

The Basics

Operations Assistants are jacks-of-all-trades. They bounce from task to task, with no two days being quite the same. They work closely with Professional Staff and lead staff to ensure operations are flowing smoothly. No job is too odd. Able to keep the larger picture in mind, they take initiative, calling attention to details that may need improvement or adaptation and anticipate the needs of staff to ensure SYP is running at the highest level possible. Operations Assistants are not commonly working with participants but they aren't afraid to lend a helping hand to participants in need. Operations Assistants are reliable and manage their time wisely, ensuring all tasks are completed on time and with minimal supervision. They are creative and resourceful creating a welcoming environment for participants through their bulletin boards, birthday cards and other signs. Operations Assistants are key to keeping Summer Youth Programs running smoothly both for participants and behind the scenes.

Compensation and Work Timeline

- June 12-August 10, 2022 (6wk employment plus 1wk required training)
- Typical Hours: 8:00 AM - 5:00 PM, Monday through Friday
- Base Salary: \$10.20 per hour (up to 40 hours)
- Paid training
- 1 meal per shift worked provided in the residence hall

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
- Assist course instructors by driving and supervising during field trips
- 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

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.

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, and economic backgrounds
- Energetic and Positive attitude
- 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
- Valid lifeguard certification (American Red Cross or equivalent)

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.