
Summer Youth Programs

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Lead Experience Counselor

Position Description

The Basics

The Lead Experience Counselors are dynamic individuals who plan and execute evening activities for participants and staff. They think outside of the box and bring in new ideas to pique the interest of every participant. The Lead Experience Counselors help foster an inclusive environment by listening to ideas and concerns. In this role you will grow your leadership and interpersonal skills as you manage a staff of counselors and mitigate crises. Conflict resolution, solving problems on the fly, and a large dose of adaptability are the keys to success in this role when things inevitably go awry. Strong communication skills are critical and you are guaranteed to be challenged and strengthened throughout the summer.

Compensation and Work Timeline

- June 5 - August 10, 2022 (6wk employment plus 2wk required training)
- Base Salary: \$11.25 per hour (up to 40 hours)
 - Supervisor approval is **required** for any hours over 40/week
- Paid training
- Meals are provided during your shift in the residence hall
- Hours may vary but you can use these as a guideline.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	12:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	Off
End Time	10:30 pm	10:00 pm	10:00 pm	10:00 pm	10:00 pm	10:00 pm	

Essential Duties and Responsibilities

- Develop and manage a participant activity schedule for each week of programming

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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- Coordinate with logistics office to ensure transportation is scheduled and available for activities
 - Supervise development and updating of Activity Board
 - Coordinate with Program Assistants for signs and advertisements for activities and special groups
 - Plan, prepare, and supervise Friday night block party
 - Manage staffing for Friday night block party
 - Coordinate with Front Desk Managers for activities that require a deposit or fee
 - Maintain inventory of activity supplies and coordinate with logistics office for resupply
 - Develop and manage a budget for activity supplies
 - Maintain clear and open communication with other Lead Staff and Pro Staff
 - Network with local businesses to align programming with their offerings
 - Participate in daily meetings with Lead Staff and Pro Staff to maintain efficient day to day operation of SYP
 - Create and manage reservations for on-campus rooms and facilities for activities
 - 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
- Energetic and Positive attitude
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training

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 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.