
Summer Youth Programs

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Lead Operations Counselor

Position Description

The Basics

The Lead Operations Counselors are the unsung heroes of SYP. They make sure that the day to day operations run smoothly and that 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

- 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 vary but generally one LOC works in the early morning (7am start) and one in the afternoon.

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
- Welcomes students arriving via SYP charter bus on Sunday mornings
- Serves as the primary point of contact for commuter students

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- 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 (McLain)
 - Supervise staff assigned to 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
- 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.