



1400 Townsend Drive, Houghton, Michigan 49931-1295

Summer Youth Programs

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

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SYP Activity Counselor 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 will vary from week to week, use these only as a guideline:
 - Sundays: 12:00 PM - 10:00 PM
 - Monday - Thursday: 4:00 PM – 10:00 PM
 - Friday: 4:00 PM - 11:00 PM
 - Occasional Saturday shifts may be requested

Requirements:

- Have completed at least one year of college or have equivalent experience
- Must have flexible schedule to accommodate weekend and evening work
- 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 counseling 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 Summer Youth Programs
- Submit to and pass a State of Michigan background check prior to employment

Duties/Responsibilities:

- Lead participants (youth ages 12 - 18) in nightly recreational activities such as bowling, movies, hiking, jogging, basketball, swimming, hanging out at the residence hall
- Create a sense of community between program participants and counseling staff
- Work as a team with other counselors, sharing information and duties
- Lead weekly registration and student orientation on Sunday afternoons
- Be energetic and have a positive attitude
- Be willing to participate in activities such as the variety show, dance, skits, etc. with students
- Ensure the safety of participants at all times
- Assist with discipline issues

Desired Qualifications:

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