



1400 Townsend Drive, Houghton, Michigan 49931-1295

Summer Youth Programs

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SYP Chaperone 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)
- Lodging and meal stipend provided when traveling

Requirements:

- Have a flexible schedule that allows you to be gone all weekends of programming.
- Submit to and pass a state of Michigan background check prior to employment

Duties/Responsibilities:

- Chaperone Summer Youth Programs charter bus: ride along with students on both the arrival and departure routes to/from campus. These trips typically leave on Friday evenings (10:00 pm) and return around 8:00 am on Sunday.
- Additional opportunities for hours may be available during the regular week as-needed (driving a van for a class field trip, picking up local student participants in scholarship programs, etc.)
- Ensure that each student is accounted for: make sure that each student is picked up/dropped off at the correct stop.
- Communicate with Head Staff, Residence Hall Coordinators, and students/parents to ensure that no-show students are contacted, paperwork is completed by all students, and other necessary details.
- Supervise students during the bus ride and provide a positive presence during the trip.
- Be a representative of Summer Youth Programs while interacting with participants and parents.
- Understand that you are a role-model to the students attending our program and therefore must follow all student rules.
- Welcome diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds.
- Be prepared to work as part of a team, and be willing to communicate problems to the bus drivers, Residence Hall Coordinators, or Transportation Coordinator.
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general.

Desired Qualifications:

- Valid United States driver's license with fewer than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech van certification test.
- Experience working with youth