



1400 Townsend Drive, Houghton, Michigan 49931-1295

---

**Summer Youth Programs**

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

Website: [www.syp.mtu.edu](http://www.syp.mtu.edu)

E-mail: [cpcojobs@mtu.edu](mailto:cpcojobs@mtu.edu)

## SYP Day 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 are typically 8:30 AM - 4:30 PM, Monday - Friday

### Requirements:

- Have completed at least one year of college or have equivalent experience
- 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 Youth Programs
- Submit to and pass a State of Michigan background check prior to employment

### Duties/Responsibilities:

- Design and display signs advertising nightly activities
- Supervise and interact with participants during their lunch break (generally 12:00 - 1:15 pm)
- Assist instructors by driving and supervising during field trips
- Assist Residence Hall Coordinators and Transportation Coordinator with tasks as assigned
- Maintain all program bulletin boards on multiple floors
- Create a sense of community between program participants and counseling staff
- Work as a team with other counselors (including Activity/Residence Counselors), sharing information and duties
- Be energetic and have a positive attitude
- Ensure the safety of participants at all times

### 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 Public Safety Van online test. Please contact our 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