DIRECTOR JOB DESCRIPTION

Summer Illinois Math (SIM) Camp is a week-long math day camp for local middle and high school students hosted by the University of Illinois at Urbana-Champaign Department of Mathematics. Campers will see the creative, discovery driven side of mathematics. By showing them some of the ways mathematicians approach problems, SIM Camp hopes to encourage them to continue studying math beyond the high school level.

For summer 2021, there will be two camps: SIM Camp Epsilon for rising 8th-10th graders, and SIM Camp Delta for rising 10th-12th graders. Both will take place entirely online. The dates for camp as well as staff orientation and training have not yet been determined.

QUALIFICATIONS

The director must be a graduate student in the Department of Mathematics at the University of Illinois at Urbana-Champaign. Since some of the duties will begin before the end of the semester, they must be eligible to work grad hourly on top of their existing appointment. Applicants must be enthusiastic, personable, and dependable. Experience organizing events or managing employees is preferred. Experience with similar academic enrichment programs, either as staff or as a participant, is helpful, as is experience working with middle or high school students. Applicants must possess an interest in encouraging students to study math beyond the high school level, exhibit maturity and a positive attitude, and be willing to serve as a role model for students.

POSITION SUMMARY

The director of the Summer Illinois Math Camp is in charge of securing funding for the camp, recruiting and training staff, advertising the camp, and recruiting and selecting students. This is an hourly position at $20 per hour for up to 160 hours total which may be billed between May 17th and July 31st. There may be some additional funds available during the semester. The number of hours spent working each week is likely to vary between preparation weeks, actual camp weeks, and post-camp documentation weeks. All work will be done remotely. There is no need to be on campus during any part of camp, but a reliable internet connection throughout is required.

General Duties:

- Abide by policies and procedures set forth by the University of Illinois
- Meet with Department of Mathematics and University of Illinois faculty and staff as needed
- Schedule and run meetings with staff
- Manage math-simcamp@illinois.edu inbox
- Demonstrate exemplary behavior as it relates to being a representative of the University of Illinois, the Department of Mathematics, and SIM Camp
- Maintain professional relationships with all students and staff members
- Enforce all student rules fairly and consistently

Spring Semester.

- Finalize budget
- Meet with business office about budget plan
- Work with the department to create camp brochure, poster, and possibly other advertising materials
- Work with past organizers and staff to hire grad students for instructor and program coordinator roles
- Organize and run meetings with instructors and program coordinator
- Apply to have information tables at outreach events around campus
• Work with Illinois Geometry Lab and Association of Women in Mathematics to advertise camp
• Contact teachers at local schools, including those in the surrounding rural communities, encourage students to apply
• Contact local homeschool groups to encourage students to apply
• Work with SIM Camp staff members to interview and hire assistant instructors
• Send out hiring decisions to undergraduate assistant instructor applicants
• Make sure all appointments are in the system with Aaron Brewer
• Work with SIM Camp staff to review camper applications
• Send out camper admissions decisions to all applicants

Before Pedagogy Week.
• Complete any required pre-summer training, including any online training courses
• Give instructors classroom supplies budget
• Collect camper registration information
• Order all supplies
• Schedule and run pre-camp organizational meetings

During Pedagogy Week/Planning Weeks.
• Make sure all staff have completed necessary training
• Be available to answer questions from staff

During Camp.
• Serve as a positive role model for students
• Document noticeable changes in behavior, concerns about students, and issues with discipline
• Be sure that your students are supervised at all times
• Be an active supervisory presence and address student safety and behavior issues whenever you are in the presence of students
• Assist in the administration of pre- and post-assessments given to students during the camp
• Schedule time as necessary for individual conferences with students
• Schedule and run any necessary staff and management meetings
• Advise instructors, assistant instructors and/or program coordinator of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem are returned in good condition

After Camp:
• Assist with compiling student and staff survey results
• Complete post-camp survey
• Collect contact information where students and staff members can be reached in the next year
• Finalize budget