PROGRAM COORDINATOR JOB DESCRIPTION

SUMMER ILLINOIS MATH (SIM) CAMP

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.

POSITION SUMMARY

The program coordinator will help with creating pre- and post-camp surveys for students in order to assess the effectiveness of the camp. During camp, the program coordinator will be available to help with any administrative tasks that arise, including but not limited to helping with students experiencing difficulties, dealing with disciplinary actions, and ensuring zoom meetings run smoothly.

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. 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 SIM Camp and the University of Illinois
• Support administrative decisions
• Demonstrate exemplary behavior as it relates to being a representative of the University of Illinois, the Department of Mathematics, and SIM Camp
• Attend all designated orientation sessions and scheduled meetings before and during the camp
• Maintain professional relationships with all students and staff members
• Enforce all student rules fairly and consistently

Specific Duties:

Before Teaching Assistant Training.

• Complete any required pre-summer training, including any online training courses
• Assist in creation of all necessary surveys
• Attend all pre-camp organizational meetings

Pedagogy training.

• Assist in running pedagogy training with director
• Check with staff to make sure training is going well

During Camp.

• Serve as a positive role model for students
• Be available by phone and/or slack in case of emergency
• Assist teaching staff with any administrative needs that arise during camp
• Be an active supervisory presence and address student 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 or parents
• Attend all management meetings
• Advise appropriate instructor and/or director of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem

After Camp:
• Assist with compiling student survey results
• Aid in collecting all finalized teaching materials from instructors
• Provide contact information to director where you can be reached in the next year