

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 2022, there will be two camps. SIM Camp Epsilon is for rising 8-10th grade students, and SIM Camp Delta is for rising 10-12th grade students. The dates for camp as well as for staff training will be determined by the availability of the graduate staff members. Camp will be in-person, unless safety protocols require otherwise.

QUALIFICATIONS

The director must be a graduate student in the Department of Mathematics at the University of Illinois at Urbana-Champaign. Some of the duties will begin before the end of the spring semester. 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 helping to secure 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, with some work starting during the Spring semester. The director must be available to work on campus for at least 5 consecutive weeks of the summer.

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

Specific Duties:

Before and During Summer Training.

- Work with faculty and other SIM Camp staff members to interview and hire assistant instructors
- Work with SIM Camp staff to review camper applications
- Send out camper admissions decisions to all applicants
- Complete any required pre-summer training
- Give instructors their classroom supplies budget
- Collect camper registration information
- Order tshirts, bags, and general camp supplies
- Schedule and run pre-camp organizational meetings

- Prepare a plan for staff training week
- Run a staff training week
- Support staff throughout training and preparation weeks

During Camp.

- Serve as a positive role model for students
- Supervise students during lunch
- 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 with student drop off and pick up each day
- Assist in the administration of pre- and post-surveys 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 coordinators of any disciplinary, emotional, or academic problem a student may be having as needed
- Make sure that classroom materials, books, and equipment not purchased by the students are returned in good condition
- Monitor COVID-19 safety protocols

After Camp.

- Assist with compiling student and staff survey results
- Collect contact information where students and staff members can be reached in the next year
- Compile records for future years
- Assist in preparations for next year's camp