

PROGRAM COORDINATOR 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 10th-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.

POSITION SUMMARY

The program coordinator will help with updating pre- and post-camp surveys for staff and students in order to assess the effectiveness of the camp. During camp, the program coordinator will be available to help with any administrative task that arise, including but not limited to, helping instructional staff, helping with students experiencing difficulties, dealing with disciplinary actions, and making sure lunch has been ordered.

This is an hourly position at \$20 per hour for up to 160 hours total. This roughly 80 hours during the planning periods and 40 hours per week during camp. The program coordinator must be available to work on campus during the training, planning, and camp weeks.

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

Specific Duties:

Before Staff Training.

- Complete any required pre-summer training
- Attend all pre-camp organizational meetings
- Assist in updating all necessary surveys

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 in case of emergency, injured or sick student or staff member
- Assist teaching staff with any administrative needs that arise during camp
- Make sure lunch is ordered and will arrive on time each day
- 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 or parents
- Attend all management meetings
- Advise appropriate instructor and/or director of any disciplinary, emotional, or academic problem a student may be having
- Make sure that classroom materials, books, and equipment not purchased by the students are returned in good condition to the director or Illinois Geometry Lab

After Camp.

- Assist with compiling student and staff survey results
- Provide contact information to director where you can be reached in the next year