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 2019, there will be two camps. SIM Camp Epsilon will take place June 10-14 and SIM Camp Delta will take place June 17-21. Staff orientation and training begins May 28-31.

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, with some work starting during the Spring semester. There may be some additional funds available during the semester. The direct must be available to work on campus May 28-June 21. We hope that the person hired for this position will serve a similar role for summer 2020, pending funding.

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
- Understand that this position requires 10 hours per week per 25% of RA support

Specific Duties:

Spring Semester.

- Finalize budget
- Meet with business office about budget plan
- Work with Tori Corkery to create camp brochure, poster, and possibly other advertising materials
- Attend regular meetings with Mathways faculty
- Organize and run meetings with instructors and program coordinator
- Apply to have information tables at outreach events around campus
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• 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
• 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 Assistant Instructor Training.
• Complete any required pre-summer training, including any online training courses
• Give instructors classroom supplies budget
• Collect camper registration information
• Order t-shirts, bags, and general camp supplies
• Order all supplies
• Familiarize yourself with other SIM Camp job description by May 28-31
• Schedule and run pre-camp organizational meetings

During Assistant Instructor Training.
• 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
• 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, including in the dining hall or any time you are not officially on duty
• Assist with student drop off and pick up each day
• 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
• Make sure that classroom materials, books, and equipment not purchased by the students 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