INSTRUCTOR AND 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 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.

Position Summary

This employee will also be an instructor during one week of camp. (See the Instructor Job Description.) The program coordinator position will entail being available to help with any administrative task that arise, including but not limited to, helping with injured or sick students, 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 May 20-June 7 and 40 hours per week during camp. All instructors must be available to work on campus May 20-June 21. We hope that at least one 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 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 IRB training as soon as possible
• Complete any required pre-summer training, including any online training courses
• Attend all pre-camp organizational meetings
• Complete pre-camp instructor/management survey

During Second Two Weeks of 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-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
• Make sure that classroom materials, books, and equipment not purchased by the students are returned in good condition to director or Illinois Geometry Lab

After Camp.
• Complete post-camp survey
• Participate in planning for next summer, including scheduling, hiring, fundraising, and advertising