
Summer Youth Programs

www.mtu.edu/syp
outreach@mtu.edu
(906)-487-2219

Lead Weekend Counselor (LWC)

Position Description

The Basics

The Lead Weekend Counselor is a dynamic individual who plans and executes weekend programming, activities, and events for participants and staff. They think outside of the box and bring in new ideas to pique the interest of every participant. The Lead Weekend Counselor helps foster an inclusive environment by listening to ideas and concerns. In this role, you will grow your leadership and interpersonal skills as you manage a staff of counselors, navigate unpredictable weather, and mitigate crises. Solving problems on the fly, time management and a large dose of adaptability are the keys to success in this role when things inevitably go awry. Strong communication skills are critical and you are guaranteed to be challenged and strengthened throughout the summer.

Compensation and Work Timeline

- May 28 - July 26 (8 weeks of employment including required training)
- Full-time, hourly up to 40 hours per week
 - Professional staff supervisor approval is required for any hours over 40/week for all Michigan Tech jobs combined.
- Paid training
- Meals are provided during your shift in the residence hall
- Hours are variable and may include some evenings. All Lead Staff are expected to take 1-2 on-call shifts per week in which you are expected to sleep in the Residence Hall (lodging provided). The table below may be used as a guideline but does not reflect on-call shifts.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	7:00 am	8:00 am	Off	Off	8:00 am	4:00 pm	3:00 pm
End Time	2:00 pm	12:00 pm			2:00 pm	11:00 pm	11:00 pm

Essential Duties and Responsibilities

- Provide strong and compassionate peer leadership to a diverse team of Weekend Counselors, creating and managing schedules, taking responsibility for creating a positive work culture and aid in meeting their duties and responsibilities
- Develop and manage an inclusive participant weekend experience schedule for each weekend of programming in which we have students staying between weeks. The schedule should promote further learning, self care and exploration of the Copper Country
- Coordinate with the logistics office to ensure transportation is scheduled and available for activities
- Plan, prepare, and execute Friday evening stay-over meeting and activities for stay-overs in conjunction with the Experience Counselor staff
- Draft weekend stay-over letters to students staying the weekend including schedule, RCs on duty and anything special they should prepare for the trip.
- Provide clear, up to date and consistent communication to Professional Staff and Weekend Counselors
- Maintain visibility and availability with staff and students through regular social interaction
- Take call 1-2 nights per week, one weekend during the summer
- Provide performance reviews and direction to Weekend Counselors
- Assist as needed with Friday check-out
- Collaborate with Lead Operations Counselor to finalize preparations for Sunday check-ins
- Maintain inventory of activity supplies and coordinate with logistics office for resupply
- Develop and manage a budget for field trip tours and supplies and proactively request supplies as needed
- Maintain clear and open communication with other Lead and Pro Staff
- Network with local businesses to align programming with their offerings
- Participate in regular check-ins with Lead Staff and Pro Staff to maintain efficient day to day operation of SYP
- Create and manage reservations for on-campus rooms and facilities for activities
- Ensure compliance with SYP Expectations
- Ensure safety of participants
- Assist with discipline issues
- Actively engage with participants in activities
- Other duties as assigned



Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, social and economic backgrounds
- Maintain a positive outlook and be able to energize others positively
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training*
- CPR/First Aid with AED Training*

*Training provided prior or during orientation

Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Supervisory experience

Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

Required Training and Other Conditions of Employment

Successful applicants will be required to attend a two week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.