

## Summer Youth Programs

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



# Operations Counselor Position Description

## The Basics

Operations Counselors are jack-of-all-trades. They bounce from task to task with no two days being the same. They work closely with professional staff to ensure operations are flowing smoothly. No job is too big or too odd. They are able to see the big picture, taking initiative to ensure SYP is running at the highest efficiency possible. Operations counselors don't commonly work directly with participants, but aren't afraid to lend a helping hand to participants in need. They are reliable, skilled in time management, and creative. They create an overall welcoming environment for participants through bulletin boards, birthday cards, other signage and by being a friendly face of SYP. Operations counselors are key to the success of Summer Youth Programs running smoothly for all!

## What We look for:

- Have completed at least one year of college or equivalent experience (must be 18+)
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and friend second
- Embrace diversity and enjoy working with students with many different cultural, ethnic, social and economic backgrounds
- Emphasis on safety
- Ability to conduct oneself with professionalism and calm in a spectrum of situations
- Experience working with youth

## Do these things interest you? You will:

- Design and maintain programmatic bulletin boards on residence hall floors
- Create and deliver birthday cards to participants
- Assist course instructors by driving and supervising during field trips
- Coordinate with Logistics Office to ensure on-time and accurate delivery of course supplies
- Support Lead Operations Counselors and Pro-Staff with tasks as assigned

## Compensation and Work Timeline:

- June 9 - July 25 (5 week employment + 1 week paid training)

Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.

- Full-time, hourly (not to exceed 40 hours per week)
- Meals are provided during your shift in the dining hall
- For Residence Counselors, housing and additional meals are provided
- Hours may vary from week to week, use these as a guideline
  - Monday-Friday: 9:00AM-5:00PM

### Required Training and Conditions of Employment:

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

### Why Summer Youth Programs?

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experience that prepare them for post-secondary success. Employees will gain valuable experience working with youth as well as career development opportunities.