The Design Camp Assistant Coordinator is a Lead Staff member for Design Camp and Summer Studios, assisting the Design Camp Coordinator with the day to day operations of the Design Lab for K-12 Education’s roster of pre-college, summer programs. The Design Camp Assistant Coordinator works with the Design Camp Coordinator, counselors, teaching staff, and Design Lab staff to ensure a successful program experience for campers, parents, and staff.

**QUALIFICATIONS:**

- Experience working with youth in a summer camp environment (Design Camp experience strongly preferred)
- NC State College of Design student or alumni
- Leadership experience, strong work ethic, attention to detail
- Demonstrated ability to handle high levels of responsibility
- Excellent organizational and communication skills
- Must have A LOT of energy and positive attitude
- First Aid training and experience preferred
- Valid driver’s license and access to their own vehicle (campus parking permit will be provided as needed)

**COMPENSATION:**

Approximately $5,400 Position is paid hourly Spring Semester (limited hours) and lump sum during Design Camp and Summer Studios (full time).

**CAMP SESSIONS:**

**Immerions // June 25-July 1 + July 23-29**

Overnight camp for rising high school juniors and seniors. Campers work on projects in the following design disciplines: Architecture, Art + Design, Industrial Design, Graphic Design, and Design Studies. Campers rotate into a new studio each day throughout the week of camp.

*Summer Programs Assistant is required to stay overnight in assigned dorm during Immersions Camps*

**Foundations // July 10-14**

Day camp for rising high school freshmen, sophomores and juniors focusing on design fundamentals and application of design in the real world. Campers rotate into a new studio each day throughout the week of camp.

**Explorations // June 12-16**

Day camp for rising middle school 7th and 8th graders focused on introducing students to design thinking through a series of hands-on design challenges that explore a range of design disciplines. Campers stay with the same instructor for the full week of camp.

**Summer Studios // June 12-16 + July 10-14**

Day program for high school sophomores, juniors, and seniors. Summer Studios are design discipline specific and participants stay with the same instructor for the full program week.

**QUESTIONS?**

Please contact Kathleen Collier, Coordinator of Pre-College Programs
Design Lab for K-12 Education (Brooks Hall 212 A)
Tel: (919) 513-8152 // Email: kathleen_collier@ncsu.edu

design.ncsu.edu/designlab/jobs
DESIGN CAMP ASSISTANT COORDINATOR RESPONSIBILITIES:

February 2017
- Attend Design Camp + Summer Studios staff recruitment meetings
- Work with Design Lab staff and the Camp Coordinator on TA + counselor hiring and selection process

March-May 2017
- Attend Design Camp + Summer Studios staff meetings and training sessions as required
- Assist the Camp Coordinator with supplies inventory for Design Camp + Summer Studios sessions
- Assist the Camp Coordinator with the collection of supplies from local vendors as needed
- Assist Design Lab staff and Camp Coordinator with planning Prep Day trainings and presentations for campers and program participants
- Work with Design Lab staff to develop an appropriate drop-off/pick-up system for day camps
- Work with Camp Coordinator to develop “kit” of games and side projects for camper groups
- Review prescription medication dispensing policies and procedures with the Coordinator of Pre-College Programs

June-July 2017
- Assist Design Lab staff with compiling camper/participant packets and name badges
- Manage prescription medications for each camp and program session; ensuring medications are kept locked in designated cubby located in the Design Camp Lead Staff Office
- Assist the Camp Coordinator with leading camp prep session for counselors+ studio TAs; oversee studio prep and update signage as required
- Assist with camper medications check-in and participate in all-camp orientation
- Assist the Camp Coordinator and Design Lab staff with presentations and activities at each camp
- Communicate with parents requiring late check-in and early pick-up for day programs
- Reside in dorms during Design Immersions Camps
- Assist with the maintenance of all studio supplies, communicate daily with instructors on supplies needs
- Assist with planning and facilitating end-of-camp receptions
- Work with other camp staff to keep facilities and storage area clean and organized
- Assist with counselor feedback sessions at the conclusion of each camp week
- Assist the Camp Coordinator with IT equipment check-out/check-in and maintenance

First Week of August (1st-4th, 2017)
- Assist the Camp Coordinator with studio clean-up and supplies inventory at the conclusion of the Design Camp + Summer Studios season

WORK HOURS + GENERAL INFORMATION:

In addition to serving as an on-site Lead Staff member for student staff during all Design Camp and Summer Studios sessions, the Design Camp Assistant Coordinator is required to assist with Design Camp and Summer Studio planning, staff recruitment and training sessions, and administrative tasks in the months prior to camps (limited hours, February-May 2017). During the Design Camp and Summer Studios season (June-July 2017) the Design Camp Assistant Coordinator is on-call 24 hours a day while Design Immersions Camps (overnight high school camps) are in session. This position is expected to work from 7:30am-6:00pm during the weeks of Design Foundations, Design Explorations, and Summer Studios. The Design Camp Assistant Coordinator is also responsible for helping with studio cleanup upon completion of the Design Camp and Summer Studios season (August 1-4, 2017).

Meals (lunch only for day camps) and housing (overnight camps) are provided. The Design Camp Assistant Coordinator is required to live in assigned dorms during Design Immersions Camps. A campus parking permit will be provided for each program week if you do not already have a NCSU parking permit.