ASSISTANT CAMP COORDINATOR
JOB DESCRIPTION + APPLICATION INSTRUCTIONS

The Assistant Camp Coordinators (ACCs) are lead staff members for Design Camp, assisting the Camp Coordinator with the day to day operations of Design Camp. The Design Lab will be hiring one ACC for its day camp series and one ACC for its overnight camp series.

Assistant Camp Coordinators work with the Design Camp Coordinator (CC), Counselors, Instructors, TAs and Design Lab staff to ensure a successful camp experience for campers, parents and staff. A complete job description and list of responsibilities for the ACC positions is outlined in detail on the back of this page. Specific responsibilities may vary by camp.

Overnight Assistant Camp Coordinator
Overnight Camp 2016 Dates:
• Immerions A: June 11–18
• Immerions B: July 23–30

Overnight Camp Assistant Coordinator Compensation
Approximately $3,210*

Day Assistant Camp Coordinator
Day Camp 2016 Dates:
• Explorations and Summer Studios: June 26–July 1
• Foundations: July 10–15

Day Camp Assistant Coordinator Compensation
Approximately $2,210*

Note: Overnight Assistant Camp Coordinator is required to stay in an assigned dorm during Design Immersions.

*Positions are paid hourly Spring Semester (limited hours) & lump sum during Design Camp (full time).

QUALIFICATIONS:
• Experience working with youth in a summer camp environment (Design Camp experience preferred)
• Valid driver’s license and access to their own vehicle (campus parking permit will be provided as needed)
• 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 a positive attitude
• First Aid training and experience preferred

Please see next page for additional important details about this position.

TO APPLY:
Go to design.ncsu.edu/designlabjobs and click on the link for 'Assistant Camp Coordinator’. Submit your application and supplemental materials through the NC State portal online.

DEADLINE: January 22, 2016

Questions?
Contact Kathleen Collier, Coordinator of Pre-College Programs
Design Lab for K-12 Education (Brooks Hall 212A)
Tel: (919)513-8152 Email: kathleen_collier@ncsu.edu
ASSISTANT CAMP COORDINATOR
JOB DESCRIPTION

Work Hours
The Assistant Camp Coordinators for both Design Explorations, Design Foundations and Summer Studios (day camps) and Design Immersions (overnight camps) are required to assist with Design Camp planning and preparations in the months preceding camp (limited hours, February - May 2016). ACCs will also help the Camp Coordinator (CC) with facilitating end of camp cleanup upon completion of Design Camp (August 1-5, 2016).

Day Camp Assistant Coordinator
The Assistant Camp Coordinator for Design Explorations, Design Foundations and Summer Studios will work Monday - Friday, 7:30 a.m. - 5:30 p.m. during the weeks of camp. In the week prior to each camp session, the Day Camp ACC will work approximately 3-4 days to prepare for camp; this includes helping the Camp Coordinator and Design Lab staff with Camp Prep Day.

Overnight Camp Assistant Coordinator
The Assistant Camp Coordinator for Design Immersions is on the clock or on call for 24 hours a day while camps are in session. This position is required to stay overnight in assigned dorm during the weeks of Design Immerions. In the week prior to each camp session, the Overnight ACC will work approximately 3-4 days to prepare for camp; this includes helping the Camp Coordinator and Design Lab staff with Camp Prep Day.

Parking
A campus parking permit will be provided for each week of camp.

Meals + Housing
Meals (lunch only for day camps) and housing (overnight camps only) are provided during camp. The Assistant Camp Coordinator for Immersions is required to live in the dorms during the overnight camp sessions.

ASSISTANT CAMP COORDINATOR RESPONSIBILITIES:

February 2016
• Attend camp staff recruitment meetings
• Assist Camp Coordinator (CC) and Design Lab staff with camp staff selection

March - May 2016
• Attend camp staff meetings as required
• Assist CC with supplies inventory
• Assist CC with supplies pick up if needed

June–July 2016 (Design Camp Season)
• Assist Design Lab staff with compiling camper packets and name badges
• Attend dorm walk-through with CC, help set-up rooms (Tuesday prior to start of camp)
• Assist CC with moving all supplies to camp staff room
• Assist CC with organizing supplies according to needs
• Meet with CC and Design Lab staff to assist with planning
• Work with CC to develop kit of camp games and side projects for camper groups
• Assist CC with catering and activity reservations as needed
• Assist CC with camp prep sessions for counselors and studio TAs
• Assist with camper check-in and participate in camp orientation sessions
• All ACCs must be comfortable assuming the role of the CC when he/she is off-site
• Day Camp ACC must coordinate daily camper drop-off and pick-up
• Overnight ACC must assist with dorm check-in/out
• Return all IT equipment on schedule and monitor equipment security
• Assist with production of the Counselor/TA Portfolio Review (compile presentation and run session)
• Assist CC with evening or morning presentations and activities at each camp
• Photodocument all camp activities
• Conduct supply runs and camp errands as needed
• Keep studio supplies inventory, communicating daily with faculty to ensure they have needed materials
• Assist with set-up for the 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 session

First Week of August (1-5, 2016)
• Assist CC with studio clean-up and supplies inventory at the conclusion of Design Camp season

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