The Design Camp Coordinator is the lead staff member throughout the Design Camp and Summer Studios season (Summer 2017). Working directly with the Design Lab Director, Coordinator of Pre-College Programs, Design Camp Assistant Coordinator, counselors, and teaching staff, the Design Camp Coordinator works to ensure the Design Lab’s summer pre-college programs are successfully implemented and serves a managerial role for student 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 $6,700 Position is paid hourly Spring Semester (limited hours) and lump sum during Design Camp and Summer Studios (full time).

HOW TO APPLY:
Please visit design.ncsu.edu/designlab/jobs and click on the link for “Design Camp Coordinator." Early application is strongly encouraged! The deadline for applications is December 21, 2016.

CAMP SESSIONS:

Immersions // 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 Coordinator 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 CAMP COORDINATOR RESPONSIBILITIES:**

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

**April-May 2017**
- Help plan and attend Design Camp + Summer Studios staff meetings and training sessions as required
- Complete and verify supplies inventory for Design Camp + Summer Studios sessions
- Place supply orders with local vendors and collect supplies
- Assist Design Lab staff and Assistant 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
- Move all supplies to designated camp staff room for duration of summer and organize according to studio needs
- Work with Assistant Camp Coordinator to develop “kit” of games and side projects for camper groups
- Make catering and activity reservations as needed
- Develop and coordinate camp activities (bowling night, movie screenings) for overnight camps

**June-July 2017**
- Lead dorm walk-through, set-up rooms (prior to start of camp, Assistant Camp Coordinator will assist)
- Lead camp prep session for counselors and studio TAs; oversee studio prep
- Assist with camper check-in and participate in all-camp orientation
- Assist with the pick-up, daily inventory and return of all IT equipment on schedule
- Oversee the production of the Counselor Portfolio Review (compile presentation and lead session)
- Facilitate evening or morning presentations and activities at each camp
- Communicate with parents requiring late check-in and early pick-up for day programs
- Manage all Design Camp + Summer Studios staff, including conducting daily (or nightly) staff meetings with counselors to ensure smooth operations and to tackle any issues that arise
- Reside in dorms during Design Immersions Camps
- Facilitate maintenance of all studio supplies, communicate daily with faculty on supplies needs
- Manage camper emergency and discipline situations
- Plan and facilitate 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

**First Week of August (1st-4th, 2017)**
- Lead Design Camp + Summer Studios clean-up and update the supplies inventory
- Coordinate the packing, organizing, and storage of supplies and materials at the end of the program season

**WORK HOURS + GENERAL INFORMATION:**

In addition to serving as the on-site Lead Staff for student staff during all Design Camp and Summer Studios sessions, the Design Camp 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 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 Coordinator is also responsible for facilitating 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 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.