The Design Camp Coordinator is the lead staff member throughout the camp season, working with the Design Lab director and coordinator, assistant camp coordinator, counselors, and teaching staff including instructors and teaching assistants (TAs).

A complete job description and list of responsibilities for the Camp Coordinator position is outlined in detail on the back of this page. Specific responsibilities may vary by camp.

**Pay:**
Approximately $6,700
Position is paid hourly Spring Semester (limited hours) & lump sum during Design Camp (full time).

**Design Camp 2016 Dates:**
- Immersions: June 11–18 and July 23–30
- Foundations: July 10–15
- Explorations: June 26–July 1

**Summer Studio 2016 Dates:**
- Summer Studios A and B: June 26–July 1

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

**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 a 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)

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 “Design 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 212 A)
Tel: (919) 513-8152  Email: kathleen_collier@ncsu.edu

**NC STATE** Design
Work Hours
In addition to serving as the on-site lead staff for student staff during all camp weeks, the Camp Coordinator is required to assist with Design Camp and Summer Studio planning, staff training sessions and administrative tasks in the months preceding camp (limited hours, February-May 2016). During the Design Camp season (June-July 2016) the Camp Coordinator is on call 24 hours per day while Design Immersions Camps are in session. This position is expected to work from 7:30 a.m. - 6:00 p.m. during the weeks of Design Explorations, Design Foundations and Summer Studios. The Camp Coordinator is also responsible for facilitating cleanup upon completion of the Design Camp season (August 1-5, 2016).

Parking
A campus parking permit will be provided for each week of camp if you do not already have a parking permit.

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

DESIGN CAMP COORDINATOR RESPONSIBILITIES:

February–March 2016
• Attend and help lead camp staff recruitment meetings
• Work with Design Lab Staff and Assistant Camp Coordinators on counselor and TA selection and assist with hiring process
• Attend camp instructor planning meetings

April–May 2016
• Help plan and attend camp staff meetings as required
• Complete supplies inventory
• Verify camp supply orders with Design Lab staff
• Place supply orders with local vendors and collect supplies
• Assist Design Lab staff in development of camp schedule
• Work with Design Lab staff and Assistant Coordinators on planning key trainings for staff and presentations for campers
• Work with Design Lab staff to develop an appropriate pick-up/drop-off system for the day camps
• Move all supplies to designated camp staff room for duration of summer
• Organize supplies according to studio needs
• Meet with Assistant Coordinators and Design Lab staff to assist with planning

(RESPONSIBILITIES CONTINUED)
• Work with Assistant Coordinators to develop “Kit” of camp 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 2016 (Design Camp Season)
• Lead dorm walk-through, set-up rooms (Tuesday prior to start of camp, Overnight 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 camp orientation session
• Work with Day Assistant Camp Coordinator to coordinate daily drop-off and pick-up of campers for day camps
• Assist with the pick-up, daily inventory and return of all IT equipment on schedule
• Oversee the production of the Counselor/TA 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
• Manage all camp 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 supply needs
• Manage camper emergency and disciplinary 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 (1-5, 2016)
• Lead camp clean-up, supply inventory and organization at the end of each camp
• Coordinate the packing, organizing, and store of supplies at the end of the Design Camp season

Questions?
Contact Kathleen Collier, Coordinator of Pre-College Programs, Design Lab for K-12 Education
Tel: (919) 513-8152 Email: kathleen_collier@ncsu.edu