**Job Description**

**AAUW Tech Trek New Mexico Camp**

**Dorm Monitor**

**($600 Stipend)**

**Purpose of the position:** Monitor and mentor a small group of Tech Trek Campers, provide emotional support, and respond to campers’ questions and concerns throughout the week of camp.

**Dorm Monitor Selection Criteria**: Dorm Monitors should be flexible, highly responsible and emotionally available. Dorm Monitors should be comfortable with kindly enforcing the rules and regulations and handling emotional situations such as homesickness, camper conflict and other stresses. Dorm Monitors should also be prepared to handle the needs of a variety of personality types and above all concern themselves with the girls’ safety.

**General Responsibilities and Duties**

* Be responsible for ”Dorm Group” of eight (8) to twelve (12) girls, 12 to 13 years old
* Supervise counselor and junior counselor in dorm group.
* Attend daily on-site meeting with camp staff for schedule briefing and notification of any safety or medical issues that have arisen
* Respond to needs of girls from various parts of the region, including girls with disabilities and/or language challenges, treating them with respect and concern
* Work closely with an assigned student and junior counselor
* Submit background check to Volunteer Coordinator and become an AAUW Member (paid for by AAUW).

**Responsibilities and Duties While at Camp**

* Hold “Dorm Group” meeting with girls two times daily (morning and evening)
* Know the whereabouts of all dorm group members, including if girls leave the dorm, outside of the arranged evening schedule
* Respond to students who break camp rules and impose appropriate consequences
* Assist teachers or workshop providers during classes or field trips, as necessary
* Be aware of all rules unique to the campus, including cafeteria and dorm facilities
* Report any challenges or emergencies to Camp Director before contacting parents

**Qualifications**

* Have good communication skills
* Highly organized
* Willingness to actively participate in all camp activities
* Willingness to provide support during an emergency
* Enjoy working with 12-13 year old girls
* Commitment to STEM education

**Commitment Expected/Training**

* Attend training with Camp Director (approximately 8 hours) at beginning of camp week.

(Saturday afternoon, June 9th)

* Reside on campus during the week of the camp, Saturday June 9th, 2018 – Saturday June 16th, 2018. (Camp ends at 3 pm on Saturday June 16th. Room and board provided by AAUW)
* Join campers and camp staff at all meals.
* Must be available for the duration of the camp