**AAUW Tech Trek New Mexico Camp**

**Junior Counselor**

**Job Description**

***Volunteer* position with free room and board on campus during week of camp (June 9 – 16, 2018)**

**Purpose of the position:** Six to Eight Junior Counselors will be chosen to assist Dorm Monitors, Counselors, Core Teachers, and Committee Members in providing campers with a safe, positive, supportive, and fun experience during the entire week of Tech Trek at New Mexico Tech.

**Counselor** **Selection Criteria:** A junior camp counselor should be highly responsible, independent, flexible, self-starting and hard working. She should always be willing to help when asked and have a positive attitude that encourages active learning and participation. In addition, she should serve as a positive role model to campers.

**Duties and Expectations**

* Each Junior Counselor will be required to spend the entire week at camp in the dorms (move-in Saturday afternoon, June 9th and move out Saturday, June 16th).
  + Junior Counselors should never be alone during the week of camp – they must travel in pairs or with another camp staff member.
  + The whereabouts of each Junior Counselor must be known at all times.
  + Junior Counselors cannot leave campus without permission of the Camp Director.
  + Each Junior Counselor will be paired with another Junior Counselor in a dorm room.
* Each Junior Counselor will be assigned to a Dorm Group to work with a Dorm Monitor and Camp Counselor who are responsible for eight to twelve campers.

Junior Campers will be expected to help:

* + Inspire campers throughout daily activities, including classes, activities, meals, and free-time.
  + Provide opportunities for all campers to be involved in camp activities and interact with group.
  + Participate in “Dorm Group” and/or staff meetings.
  + Provide a safe environment by monitoring campers to ensure they are where they need to be.
  + Communicate with dorm monitors, counselors, the nurse and/or camp director any camper needs that may arise, including homesickness, extra encouragement during STEM activities, and disability and/or language challenges.
* Each Junior Counselor will also be assigned to one Core Class to assist teachers:
  + The duties for each Junior Counselor will be determined by the Core Class teachers.
  + Junior Counselors should be willing to help and actively participate, when needed.
* Assist other camp staff with camp activities, when necessary.

\*Note: While a Junior Counselor may bring a cell phone to camp, access time will be limited.

**Qualifications**

* Previous attendance at Tech Trek as a camper.
* Ability to work as a team member and be proactive.
* Enjoy working with 12-13 year old girls.
* Commitment to STEM education.
* Undergo an in-person interview by Tech Trek Committee members.
* Successfully pass a reference check*.*

**Training**

* Review training materials, conduct online trainings, and complete required paperwork (as provided).

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**NEW MEXICO**

**2018 Junior Counselor Application**

New Mexico Tech, Socorro, NM

June 9-16, 2018\*

**\*Note:** Staff Orientation & Training starts on Jun 9th

Interviews February 1st – April 1st; Selection by April 9th

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Classification: Freshman Sophomore Junior Senior Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year attended Tech Trek: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

What was your favorite part of Tech Trek? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Why are you interested in being a Junior Counselor?

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Are you completely available from June 9 – 16, 2018 (i.e., no other camps, no job)? \_\_\_\_Yes \_\_\_\_No

So that we can plan accordingly, do you potentially need transportation to/from camp? \_\_\_\_Yes \_\_\_\_No

Circle any certifications you have: CPR First Aid Lifeguard Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you fluent in any language(s), besides English? \_\_\_\_\_No \_\_\_\_\_Yes – If Yes, Please list\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any job experience? Yes No

If so, please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Any experience with younger children? Yes No

If so, please list: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Future education goals? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Rate interest in Core Topics, from (1) most to (4) least: \_\_\_Science \_\_\_ Technology \_\_\_ Engineering \_\_\_\_ Math

Anything else you would like us to know?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Best time(s) to interview: Saturday:\_\_\_\_Morning \_\_\_\_Afternoon \_\_\_\_ Sunday:\_\_\_\_Morning \_\_\_\_Afternoon

\_\_\_\_Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***\*Note: A parent/guardian must be available during the interview time***

**Please list three references for this position** – they can not be a family member or relative. We suggest a variety of references who can speak to your character and work habits – such as a teacher/school counselor/ principal, sports team coach, employer (even for “unofficial” jobs such as lawn care, babysitter, or dog sitter), and/or the leader of an organization in which you participate (Girl Scouts, Priest/Pastor/Church member, or other volunteer or social group). *Note: Be sure to notify and get the permission of your references to use them, because we will call them.*

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know the reference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know the reference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you know the reference? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tech Trek Policies**

**Dress Code**

**Not allowed:**

* + Very short shorts or bare midriffs or backless, strapless or spaghetti strap tops
  + Flip flops (if working with chemicals or other hazardous substances)
  + Clothing with profanity or offensive slogans or messages
  + Alteration of the official Tech Trek T-shirt

\_\_\_\_\_ (Initial)  I am willing to adhere to the Tech Trek dress code

\_\_\_\_\_ (Initial) I will reside on the campus of New Mexico Tech for the entire week of camp.

\_\_\_\_\_ (Initial)  I understand that as a Junior Counselor applicant all my references will be contacted.

I agree to ensure a safe and structured learning environment for all girls involved and encourage girls to be excited about STEM and confident in their ability to learn. I will enforce all camp rules and policies.

I hold harmless AAUW, Inc. and AAUW Tech Trek NM, Inc., including their respective past, present and future officers, directors, employees, volunteers, agents, and representatives against any and all liabilities, injuries, losses, costs, damages, attorney’s fees, and expenses which I may sustain or incur as a result of participation in the Tech Trek camp.

**Personal Property Release**

I will not hold AAUW Tech Trek NM, Inc. or New Mexico Institute of Mining and Technology responsible for items lost or stolen during Tech Trek. This includes, but is not limited to: radios, iPods, tablets, cell phones and other articles of value brought to or acquired while at camp.

**Photograph/Video Release**

Photographs may be taken or videotaping may be done during educational or recreation activities of Tech Trek. This may be done as a group or individual photos during camp activities, or as a part of a media story, and may appear in news stories or reports on the camp. I give permission for photographs or videos to be used that are made at Tech Trek in future advertising on websites or print materials.

**To the best of my knowledge, the information contained in this application is complete and accurate.**

Signature (**required**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent /Guardian Signature (**required**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Size for Camp T-Shirt: \_\_\_\_\_\_\_\_\_\_\_ (Ladies S, M, L, XL or XXL)

Name Desired on Name Tag (if different than above): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be considered please complete the above four pages and email to [**staff.volunteers.techtreknm@gmail.com**](mailto:staff.volunteers.techtreknm@gmail.com)

**\*\*If you have any questions, please call Lorraine Garcia (Residential Staff Coordinator) at 505-917-2141 or Cheri Burch (Camp Director) at 505-286-9674**

**I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen.**

**I authorize any person or organization, whether or not identified in this application, to provide any information concerning my education history, work/volunteer history and other qualifications for my employment or volunteering. I also authorize the AAUW Inc. and AAUW Tech Trek NM, Inc.** **staff to request and receive such information.**

**I agree to be bound by AAUW policies and procedures, regarding abuse of campers. I understand that these may be changed, withdrawn, added to or interpreted at any time at AAUW’s sole discretion and without prior notice to me.**

**I also understand that my volunteering may be terminated, or any offer or acceptance of volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of AAUW Tech Trek NM, Inc.** **or myself.**

**Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and AAUW Inc. or AAUW Tech Trek NM, Inc. for either employment, volunteering or the providing of any benefit.**