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## Summer Youth Programs

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# Lead Experience Counselor (LEC) Position Description

## The Basics

The Lead Experience Counselors are dynamic individuals who plan and execute evening programming, activities and events for participants and staff. They think outside of the box and bring in new ideas to pique the interest of every participant. The Lead Experience Counselors help foster an inclusive environment by listening to ideas and concerns. In this role you will grow your leadership and interpersonal skills as you manage a staff of counselors and mitigate crises. Conflict resolution, solving problems on the fly and a large dose of adaptability are the keys to success in this role when things inevitably go awry. Strong communication skills are critical and you are guaranteed to be challenged and strengthened throughout the summer.

## Compensation and Work Timeline

- Late May - early August (6wk employment plus 3wk required training)
- Base Salary: \$11.25 per hour (up to 40 hours)
  - Supervisor approval is required for any hours over 40/week
- Paid training
- Meals are provided during your shift in the residence hall
- Hours are variable and may include some nights/weekends. All Lead Staff are expected to take 1-2 on-call shifts per week in which you are expected to sleep in the Residence Hall (lodging provided). The table below may be used as a guideline but does not reflect on-call shifts.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	2:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	4:00 pm	Off
End Time	10:00 pm	10:15 pm	10:15 pm	10:15 pm	11:00 pm	10:15 pm	

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## Essential Duties and Responsibilities

- Provide strong and compassionate peer leadership to a diverse team of Experience Counselors, managing schedules, taking responsibility for creating a positive work culture and aid in meeting their duties and responsibilities
- Manage staff schedules with RHC
- Provide clear, up to date and consistent communication to Experience Counselors
- Provide performance reviews and direction to Experience Counselors
- Develop and manage an inclusive participant evening experience schedule for each week of programming that promotes further learning, self care and exploration of the Copper Country with Pro Staff
- Coordinate with logistics office to ensure transportation is scheduled and available for activities
- Maintain visibility and availability with staff and students through regular social interaction
- Take call 1-2 nights per week, one weekend during the summer
- Supervise development and updating of Activity Board
- Coordinate with Operations Counselors for signs and advertisements for activities and special groups
- Plan, prepare, and supervise Friday activities for stay-overs
- Manage staffing for Friday check-out
- Coordinate with Front Desk Managers for activities requiring a deposit or fee
- Maintain inventory of activity supplies and coordinate with logistics office for resupply
- Develop and manage a budget for supplies and proactively request supplies as needed
- Maintain clear and open communication with other Lead and Pro Staff
- Network with local businesses to align programming with their offerings
- Participate in daily meetings with Lead Staff and Pro Staff to maintain efficient day to day operation of SYP
- Create and manage reservations for on-campus rooms and facilities for activities
- Ensure compliance with SYP Expectations
- Ensure safety of participants
- Assist with discipline issues
- Actively engage with participants in activities
- Other duties as assigned



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## Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, social and economic backgrounds
- Maintain a positive outlook and be able to energize others positively
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training\*
- CPR/First Aid with AED Training\*

\*Training provided prior or during orientation

## Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Supervisory experience

## Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

## Required Training and Other Conditions of Employment

Successful applicants will be required to attend a two week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.