

Camp Launch Camp Counselor – temporary summer 2024 (July 12-27, 2024)

Index: 2WM400

Supervisor: Dr. Mihyeon Kim | F0012L

Time Sheet Approver: Dr. Mihyeon Kim | F0012L

Required Qualifications: High School Graduate, demonstrated ability to work and multitask effectively in a complex and fast paced setting.

Preferred Qualifications: Current W&M student, Experience working with K-12 students, ability to drive a van (completed W&M van training).

General Description

The Counselor for the Camp Launch program is responsible for day-to-day supervision, guidance and safety of all co- and extra-curricular activities of the attending campers. This person will report to the Camp Launch Assistant Director and the Director of Precollegiate Learner Programs at William & Mary. The Counselor will work closely with the Head Counselors, Counselors and On-site Assistant Program Coordinators to ensure that the infrastructure is in place to support the program. Counselors will provide direct supervision for approximately 300 students, for approximately 160 hours during the two-week STEM program. The Counselors will be required to live in the dorms from July 12-27, 2024.

Performance Duties

80% - Supervision & Management

- Maintain high level of vigilance in the supervision, safety and management of campers during all camp activities and transit between activities.
- Enthusiastically engage and effectively communicate expectations with campers.
- Be attentive to potential camper concerns and apprise appropriate staff members of issues.
- Reside in the residence halls for the entire duration of the program.

10% - Communication

- Complete Counselors' Daily Report each day in a timely manner.
- Act as a liaison between **Camp Launch** campers, Head Counselors, On-site Assistant Program Coordinators and Camp Launch staff.
- Act as a liaison with WM staff.
- Attend a two-day **Camp Launch** Counselors' Orientation on July 12 - 13, 2024.

10% - Event Coordination

- Assist in the implementation of weekend and evening activities.
- Assist with Opening and Closing Ceremonies and the final Class Presentation Day, as needed.
- Support the On-Site Assistant Program Coordinator with any tasks related to the program.