

Camp Launch On-Site Coordinator (4) - temporary summer 2025

Dates: Before Camp: On or about June 1, 2025 – July 11, 2025 (20 hours per week)

During Camp: July 13-26, 2025

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, demonstrated ability to be well-organized, exceptional verbal and written communication skills, strong leadership, management and interpersonal skills.

Preferred Qualifications: College graduate or graduate student, experience working with K-12 students, ability to drive a golf cart (completed W&M golf cart training).

General Description

The On-Site Assistant Program Coordinator for Camp Launch is responsible for the day-to-day operations and logistics of all curricular, co-curricular and extra-curricular activities of the program. This person will report to the Director of Pre-collegiate Learner Programs at William and Mary, and work closely with the Administrative Operations Specialist - Camp Launch and Camp Launch staff to ensure that the infrastructure is in place to support all aspects of the program. The Assistant Coordinators will be required to live in the dorms from July 11-26, 2025.

Performance Duties

80% - Supervision & Management

- Serve as the Lead Staff when the Director of Pre-Collegiate Programs and Operations Specialist for Camp Launch are not on Campus.
- Monitor and supervise all program activities for alignment with Camp Launch objectives.
- Oversee daily operations of **Camp Launch** and determine priorities for support.
- Revise program goals and objectives to meet the changing needs of program participants.
- Interact positively with all Camp Launch stakeholders, including families of students, to answer questions and provide assistance.
- Comply with policies and procedures governing the program and ensures that the program is operating at maximum efficiency.
- Be attentive to potential student concerns and apprise appropriate staff members of issues.
- Reside in the residence halls for the entire duration of the program.
- Assist in transporting students as needed for the 2-week duration.
- As a member of the Camp Launch Leadership Team, model, facilitate and purposefully influence the culture of Camp Launch to cultivate a positive camp climate.

10% - Communication

- Monitor requests of Instructors and TAs for support and respond promptly and appropriately.
- Act as a liaison between **Camp Launch** students, families, Resident Advisors, Head Resident Advisors, Education Guidance Counselors and Instructors.
- Act as a liaison with WM staff

10% - Admin & Event Coordination

- Assist in planning and implementation of all activities during camp.
- Assist in the planning and presentation of the **Camp Launch** Instructors' Orientation prior to the start of Camp Launch and Counselors' Orientation on July 11 and 12, 2025.
- Assist with the planning and presentation of the **Camp Launch** Closing Ceremonies, Focusing on the Future, and the final Class Presentation Day.
- Support the Head Resident Advisors with any tasks related to the program.