

AAUW Tech Trek Camp Curie Co-Director Job Description

Key Co-Director Responsibilities:

- Take on primary responsibility for interfacing/managing Camp Registrar, Camp Treasurer, branch coordinators, and campus communications for Camp Curie
- Lead role for pre-camp preparation, in partnership with equivalent position at Camp Hopper
- All local tasks including on campus prep, Branch Coordinator meeting, local branch Ice Cream Social event, post-camp reconciliation at Stanford
- In partnership with other Curie co-director, manage & execute camp smoothly

Required:

- Excellent Team player
- Capable of resolving issues from: parents, students, staff & campus resources
- Good mobility / physical capability
- Positive focused energy
- Strong issue resolution skills
- Physical and mental stamina for long 16 hours camp days (5+ miles walked daily)
- Local or willing to commute to Stanford campus several times before camp starts at both predetermined and personally scheduled times. At personal expense.
- Able to go with the flow
- Digitally competent -- One Drive, registration system, Zoom, Survey Monkey, Microsoft Works, Google Workspace, etc.
- Fully COVID-19 Vaccinated
- Able to work well in high-stress, dynamic situations
- Likely required availability: week of July 9-16 (could shift within the month of July)
- Competent in CPR, AED and basic First aid

Preferred:

- Experienced and comfortable working with middle school girl(s), ideally at a residential experience level
- Previous Tech Trek experience or exposure
- Background in education/teaching

Please have any interested applicants contact Kea at: kea.techtrek@gmail.com