

1. **Position:** Team Leader (camp specific)

**Starting Wage Ranges:** $300-$450 per week, room and board included

**Major Responsibilities:**

UW-Whitewater is looking for outstanding role models to work at camp with children in an indoor/outdoor setting. Under the supervision of the Summer Operations Director, Team Leaders are responsible for the supervision and activities for camp participants. We are looking for leaders who are committed to making a positive impact in the lives of the students we serve. PreCollege Programs serves students ages 11-17 and strives to provide exceptional programming in its daily classroom instruction and enriching life experiences through its recreational and cultural activities. Team Leaders will provide guidance during the cultural/academic programming, as well as monitoring during recreational events, floor monitoring in the residence halls during the evening/night hours, and general problem solving throughout the summer camp/program.

**Qualifications:**

* Must be enrolled at least half-time (6 credits undergraduate/4.5 graduate) for Fall 2017.
* All camp staff must be CPR certified prior to the start of camp assignments; CPR Training and certification will be provided.

**Skills and Abilities:**

* Must be able to work indoors/outdoors for the majority of the day.
* Requires participation with and leadership of youth in a wide variety of physical activities; requires the ability to traverse the campus on a frequent basis throughout the day.
* Must exhibit the core values of caring, respect, responsibility, and honesty.
* Good communication skills are required; must be able to interact with campers.
* Able to work as part of a team and be flexible.

2. **Position:** Transportation Assistant/Team Leader

**Salary:** $300-450 per week, room and board included

**Major Responsibilities:**

This individual provides transportation for parents, staff, and guests to events on campus during camp related events, and picks up and drops off university/Enterprise vehicles from the University Fleet in a timely manner. The Transportation Assistant also transports camp participants home in the event of their dismissal from the Summer Academic Camps (behavioral issues, family emergencies, etc.) and transports students to the Williams Center in case of medical concerns (sore body, headaches, etc.). A University cellphone will be provided for **business** use only, and a University GPS system will be provided for travel.

The Transportation Assistant is also responsible for using the university travel card for gas purchases, as well as using the university organization and travel card at Wal-Mart, Sentry and other related business for purchases related to the PreCollege Programs. (All receipts must be turned in to MC321 after completion of your task that requires use of the travel card.)

Along with keeping the vehicles fueled, the Transportation Assistant is also responsible for the security of the vehicles, including: locking up golf-carts with chains and master-locks at the end of each night, keeping track of cart keys and university/Enterprise vehicles, and keeping accurate record of the mileage usage on the university vehicle (full-time van).

Other duties include lifting of boxes, coolers, water, and other material related to the daily operations of the Office of PreCollege Programs and serving as a back-up Team Leader when needed.

**Qualification:**

* Must be enrolled at least half-time (6 credits undergraduate/4.5 graduate) for Fall 2017.
* Candidate must be approved and certified to drive through the Office of Risk Management at the University of Wisconsin-Whitewater. The candidate must have held their State of Wisconsin Driver’s License for two years and maintain a good driver’s record: no speeding tickets, no moving violations, and no accidents are allowed within the last two years to be eligible for the position. If any of the above violations occur during your employment, it may result in your immediate termination of employment from the Office of PreCollege Programs.

3. **Position:** Office Assistant

**Salary:** $8.10 per hour

**Position:** Office Assistant

**Major Responsibilities:**

These individuals will provide office coverage for:

**AM Shift**

Monday thru Thursday 7:30am-2:30pm **and** Fridays 7:30am-4:30pm

**PM shift**

Monday thru Thursday 2:30pm-9:30pm **and** Sundays 10:00am-7:00pm for the main PreCollege office.

These individuals will answer a multi-line phone, answer questions as necessary or transfer calls to the appropriate staff member. These staff members will also provide general customer service to individuals who stop in the main office. Other duties include, but are not limited to: copying, faxing, filing, assisting with projects as needed, and assisting with coordination of supplies.

**Qualifications:**

* Must be enrolled at least half-time (6 credits undergraduate/4.5 graduate) for Fall 2017.
* All camp staff must be CPR certified prior to the start of camp assignments; CPR Training and certification will be provided.
* Previous office/clerical/customer service experience is preferred.

**Skills and Abilities:**

* Must be able to communicate effectively.
* Must be able to multitask.
* Must be detail oriented.

4. **Position:** Night Security

**Salary:** $350-450 per week, room and board included

**Major Responsibilities:**

This individual will patrol the residential premises that PreCollege occupies from 10:30PM-5:30AM to prevent and detect signs of intrusion and ensure security of doors, windows, and gates and investigate any disturbances. This staff person is responsible for the safety of camp participants and will walk the floors periodically to ensure that all camp participants are in their respective rooms on their respective floors. This staff person is also required to write reports of daily activities and irregularities, such as the presence of unauthorized persons or unusual occurrences, etc. Reports must be submitted to Ms. Adkins every morning by 9:00AM. Other duties include serving as a back-up Team Leader when needed.

**Qualifications:**

* Must be enrolled at least half-time (6 credits undergraduate/4.5 graduate) for Fall 2017.
* All camp staff must be CPR certified prior to the start of camp assignments; CPR Training and certification will be provided.
* Security guard experience is preferred.

**Skills and Abilities:**

* Must be able to communicate effectively.
* Must have the ability to defuse disturbances without escalating the situation.
* Must be detail oriented.

**Potential Dates of Employment:** Sunday, June 25-Wednesday July 21, 2017; minimum of one week to maximum of six weeks depending on availability under each position.

**Deadline:** Applications will be guaranteed review if received by March 31, 2017; applications received after that date may be considered. Positions are open until filled.

**Applications:** Print an application here: <http://www.uww.edu/Documents/precollege/forms/PreCollege%20General%20Application.pdf>

Please submit your application, resume, and unofficial transcripts to:

 Kara Sellers, MC 321

 Phone: (262) 472-1126

 Email: sellersk@uww.edu

To learn more about our summer camps please visit www.uww.edu/precollege